THE PROPERTY

OF THE

POLICE DEPARTMENT, CITY OF NEW YORK.

THE UNIVERSITY
OF ILLNIOIS
LIBRARY
352.2
N482r
1898

1390
1487

MANUAL

CONTAINING THE

RULES AND REGULATIONS

OF THE

POLICE DEPARTMENT

OF THE

CITY OF NEW YORK.

UNIVERSITY OF ILLINOIS LIBRARY

SEP 28 1915

NEW YORK:
THE MARTIN B. BROWN CO., PRINTERS AND STATIONERS,
NOS. 49 TO 57 PARK PLACE.

1898.

352.2
N48R
1898

1898.

POLICE BOARD.

BERNARD J. YORK..... President.
JOHN B SEXTON....Chairman Committee on Repairs and Supplies.
JACOB HESS. .....Treasurer.
HENRY E. ABELL .....Chairman Committee on Pensions.

OFFICERS OF DEPARTMENT AND FORCE.

WILLIAM H. KIPP .....Chief Clerk.
WILLIAM DELAMATER.....First Deputy Clerk.
FREDERICK HALDY..... .....Deputy Treasurer.
THEOPHILUS RODENBOUGH.....Superintendent of Elections.
MICHAEL R. BRENNAN.....Superintendent of Telegraph.
JOHN F. HARRIOTT..... ....Property Clerk.
WILLIAM S. DEVERY.....Chief of Police.
JOHN MACKELLAR .....Deputy Chief of Police.
MOSES W. CORTRIGHT.....Deputy Chief of Police.
ELIAS P. CLAYTON..... .. ..Deputy Chief of Police.
PATRICK McLAUGHLIN .....Deputy Chief of Police.

320091

POLICE DEPARTMENT OF THE CITY OF NEW YORK,
No. 300 MULBERRY STREET,
NEW YORK, , 189 .

At a meeting of the Police Board, held on the day of 1898, it was

Resolved, That the rules and regulations contained in the within book, entitled "Manual Containing the Rules and Regulations of the Police Department of the City of New York"—edition of 1898—be and are hereby adopted as rules and regulations for the government, administration, disposition and discipline of the Police Department of The City of New York, and of the Police force of said Department.

I, WILLIAM H. KIPP, Chief Clerk of the Police Department of the City of New York, do hereby certify that the within book contains the rules and regulations adopted by the Police Board at its meeting held on the day of , 1898.

.....

RULES AND REGULATIONS

OF THE

POLICE DEPARTMENT.

DEPARTMENT AND BOARD OF POLICE.

RULE 1.

a. The "Police Department" of the City of New York consists of a "Police Board," composed of four "Commissioners" (appointed by the Mayor), and the "Police Force," officers and employees appointed by said Board.

b. The Police Board is the head of the Police Department; governs and controls the Department, its business and affairs; is invested with and exercises all the power conferred by law upon the Police Department, except as otherwise expressly conferred.

c. The territorial jurisdiction and authority of the Police Board and the Police Force under its direction, are co-extensive with the territorial limits of the City of New York.

d. Meetings of the Police Board shall be held as often as the President or any three of the Commissioners may direct.

e. Section 320 of the Charter directs the Board of Police to establish, provide and furnish Stations and Station-houses, or sub-stations and houses, with the authority of the Municipal Assembly; it also provides that said Board shall procure and furnish business accommodations, apparatus, articles, horses, wagons, etc., for the use of the Police Department on appropriation therefor by the Board of Estimate and Apportionment and Municipal Assembly. The Board is directed to fix the number and boundaries of Precincts, and to assign Deputy Chiefs of Police to duty in the several boroughs.

f. For the purpose of Police government the territory of the City of New York is divided into—

INSPECTION DISTRICTS,
SURGEONS' DISTRICTS, and
PRECINCTS and SUB-PRECINCTS.

g. Precincts are divided into patrol-beats or posts by the Captain, with the approval of the Chief of Police and Inspector of the District, subject to alteration from time to time by like authority.

h. The territory of the City of New York is divided into eleven Inspection Districts.

First District contains the First, Fourth, Fifth, Seventh, Twelfth, Thirteenth, Fourteenth and Fifteenth Precincts and Third Court Squad.

Second District contains the Second, Third, Sixth, Eighth, Tenth, Eleventh and Forty-second Precinct, steamer "Patrol," Central Office Squad, Sanitary Company (Boiler Squad and Health Squad), House of Detention Squad, Criminal Court Squad, Members of Telegraph Force in Borough of Manhattan and Eightieth Precinct, Borough of Richmond.

Third District contains the Eighteenth, Twenty-first, Twenty-third, Twenty-fourth, Twenty-fifth, Twenty-eighth Precincts and Fourth District Court Squad.

Fourth District contains the Ninth, Sixteenth, Seventeenth, Nineteenth, Twentieth, Twenty-second and Twenty-sixth Precincts, Second District Court Squad, Seventh District Court Squad and Bicycle Squad.

Fifth District contains the Twenty-seventh, Twenty-ninth, Thirtieth, Thirty-first, Thirty-second and Thirty-third Precincts and Fifth District Court Squad.

Sixth District contains the Thirty-fourth, Thirty-fifth, Thirty-sixth, Thirty-seventh, Thirty-eighth, Thirty-ninth, Fortieth and Forty-first Precincts and Sixth District Court Squad, Morrisania.

Seventh District contains the Forty-third, Forty-fourth, Forty-fifth, Forty-sixth, Forty-seventh, Forty-eighth, Forty-ninth and Fiftieth Precincts, License Squad and Members of Telegraph Force in Borough of Brooklyn.

Eighth District contains the Fifty-first, Fifty-second, Fifty-third, Fifty-fourth, Fifty-fifth, Fifty-sixth, Fifty-seventh and Fifty-eighth Precincts.

Ninth District contains the Fifty-ninth, Sixtieth, Sixty-first, Sixty-second, Sixty-third and Sixty-fourth Precincts.

Tenth District contains the Sixty-fifth, Sixty-sixth, Sixty-seventh, Sixty-eighth, Sixty-ninth, Seventieth, Seventy-first, Seventy-second and Seventy-third Precincts.

Eleventh District contains the Seventy-fourth, Seventy-fifth, Seventy-sixth, Seventy-seventh, Seventy-eighth and Seventy-ninth Precincts.

An Inspector of Police shall be assigned to each District, who shall have an office within the limits of his District, or at such place as the Police Board may determine.

CHIEF CLERK, CLERKS, RECORDS, ETC.

RULE 2.

a. The office of the Chief Clerk shall be open every day, except Sundays, holidays and half-holidays, from nine o'clock A. M. until four o'clock P. M. Any Clerk absent from his duties during office hours, without permission of the Chief Clerk or Deputy in charge, or the permission of one of the Commissioners, in the absence of the Chief Clerk or First Deputy, may be dismissed from the Department.

b. The Deputy Clerks shall be subject to the orders and supervision of the Chief Clerk, and shall perform such clerical duty as he may assign them. The First Deputy Clerk shall perform the duties, and exercise such of the powers of the Chief Clerk, as may be required of him. The Chief Clerk, in his discretion, may grant leaves of absence not exceeding three days to the clerks in his department.

The Second Deputy Clerk shall perform the like duties in the absence of the Chief and First Deputy Clerk.

c. He shall cause to be kept in the Central Department the books and records required by law, and the necessary business of the Department, including the following :

" Alphabetical Force Book."
" Precinct Force Book."
" Numerical Shield Book."
" Record of Arrests."
" Record of Complaints."
" Record of Judgments."
" Trial Record."
" Time Book."
" Oath Book."
" Record of Lost Children."
" Record of Violation Corporation Ordinances."
" Minute Books."

d. He shall cause to be kept at Headquarters in the Boroughs of Brooklyn and Queens the following books :

" Record of Arrests."
" Record of Accidents."

"Alphabetical Force Book."
"Numerical Shield Book."

e. All the records of the Police Department kept in the office of the Chief Clerk, shall be secured by the clerks having charge of the same respectively, so that they may not be examined by unauthorized persons. All information desired by the public shall be given by the general or special order of the Chief Clerk, as its importance shall require, and then only by the clerk having charge of the book or record from which the information is to be obtained.

f. The Chief Clerk is authorized and directed to see that the books and records shall be accessible only to the Commissioners, to himself, First Deputy, and the clerk having special charge thereof respectively.

g. The Chief Clerk shall have charge of and issue the shields, manuals and fire keys to the members of the force, keeping a record of the same.

h. The Chief Clerk shall furnish to the Keeper of the Clothroom the names of all persons appointed and qualified as Patrolmen and Doormen, and the names of all others entitled to be furnished from the "Bureau of Clothing and Equipment" with cloth, hats, buttons, wreaths and numbers.

i. He shall report, in writing, to the Chief of Police all resolutions or other official action of the Police Board affecting the disposition or government of the force, all appointments to and dismissals from office, and to all other officers or departments such matters as shall concern them, respectively.

j. All suits and proceedings instituted against members of the force, as such, shall, when directed by the Board, be referred by the Chief Clerk to the Counsel to the Corporation for defense.

k. He shall report to the Counsel to the Corporation all violations of Corporation Ordinances, and shall keep a record of the dates of such reports, and the nature and places of occurrence of such violations.

CHIEF AND DEPUTY CHIEFS OF POLICE.

RULE 3.

a. "The Chief of Police shall be the chief executive officer of the Police Force. He shall be chargeable with and responsible for the execution of all laws and the rules and regulations of

the Department. He shall assign to duty the officers and members of the Police Force, and shall have power to change such assignments from time to time, whenever, in his judgment, the exigencies of the service may require such change; provided, however, that permanent assignments of patrolmen to duty as roundsmen shall be made by the Police Board on the recommendation of the Chief of Police, and in case of the rejection of any such assignment recommended by the Chief of Police, he shall, within three days, submit another name, and continue to do so until a permanent assignment is made. He shall have power to suspend, without pay, pending the trial of charges, any member of the Police Force; provided, however, that no such suspension shall be continued for a period of more than ten days without affirmative action to that effect by the Police Board. If any member of the Police Force so suspended shall not be convicted by the Police Board of the charges so preferred, he shall be entitled to full pay from the date of suspension, notwithstanding such charges and suspension. Said Chief of Police may grant leaves of absence to members of the force for a period not exceeding five days. He shall report to the Police Board all changes or assignments of officers and all leaves of absence granted." (Section 292 of Charter.)

b. "The Chief, each Deputy Chief, Inspector and Captain of Police, within the limits of their respective commands, shall possess powers of general police supervision and inspection over all pawnbrokers, venders, junk shop keepers, junk boatmen, cartmen, dealers in second-hand merchandise, intelligence office keepers and auctioneers within the city. They may empower members of the force to perform special duties in the aforesaid premises, and to examine the books of any such dealer in search of suspected offenders or to secure evidence to convict any person charged with crime; and further, when authorized, in writing, by the Chief of Police to examine property alleged to be pawned, pledged, deposited, lost or stolen, in whosesoever possession said property may be; but no such property shall be taken from the possessor without due process or authority of law." (See sections 316 and 317 of Charter.) All other public licenses by law authorized shall be subject to the inspection and supervision of the Chief, Deputy Chiefs and Inspectors of Police.

c. The Chief of Police shall have power to promulgate orders to the officers and members of the Police Force not inconsistent with law or the rules and regulations of the Board. Such

orders shall be written or printed, and all members of the force shall observe and obey them. Such orders shall be recorded in a book to be kept by him, and copies of all General Orders immediately furnished to the Chief Clerk and to each of the Commissioners of Police before it is issued to the officers and members of the force.

d. All orders to the Chief of Police shall emanate from and be issued to him only by the Police Board, and all orders to the Police Force shall be issued by the Chief of Police to the Deputy Chiefs, Inspectors or Captains of Police and by him or them communicated to the force.

c. The Chief of Police shall keep at his office books of record such as are required in the business of his office, including :

A robbery book.

A record of orders issued from his office.

A record of current and incidental expenses of his own office.

A record of suspicious places, and the names of the keepers thereof, in the City of New York.

A record of alleged houses of prostitution, assignation houses, gambling houses and disorderly or disreputable houses of every kind in the City of New York, with the names of the owners and keepers thereof.

f. In case of the absence or disability of the Chief of Police, a Deputy Chief of Police, designated by the Police Board, or in case no Deputy Chief is so designated, then a Deputy Chief of Police designated by the Chief of Police shall discharge all the duties of Chief of Police; or in case each Deputy Chief of Police be absent or disabled, or, for any good cause, is not available for such designation, then the duties of Chief of Police shall be performed by one of the Inspectors of Police to be designated by the Police Board.

g. It shall be the duty of the Deputy Chief of Police at Central Department to exercise a supervision over the routine work of the office of the Chief, and to perform such specific duties as may, from time to time, be assigned him by the Chief.

He shall receive the daily morning reports of the Inspectors and all special reports forwarded through the Inspectors' offices to the office of the Chief. He shall call the attention of the Chief to all matters within his knowledge which require the action of his superior, and shall conduct all the routine correspondence of the office.

All communications from and orders by the Board of Police, and particularly all complaints of citizens referred by the

Board of Police for report or other action, shall receive the prompt attention and action of the Deputy Chiefs in their respective boroughs by appropriate reference to Inspectors or commanding officers, or otherwise, as the importance of the matter may demand.

So far as practicable, the Deputy Chiefs, in their respective boroughs, shall supervise the work of commanding officers of districts, precincts and squads.

In order that the time of the Chief of Police may not be taken up by matters of comparatively small importance, the Deputy Chief at Central Department is empowered and directed to take complaints, give such information as may be desired upon police questions, and to act otherwise as he may be directed by the Chief.

The efficiency of the Police Force and the prompt and faithful performance of duty by each of its members, shall receive all possible attention from the Deputy Chiefs, and are chargeable upon them as upon the other superior officers of the force.

h. The Chief of Police, unless otherwise ordered by the Police Board, may assign one Inspector, in rotation, to attend to the night duty pertaining to the Central Department, and in like manner one on Sunday.

If an Inspector should be required to perform other duties at the time of such assignment, or in case of an emergency, the Chief of Police may direct a Captain of Police to perform such duty.

i. The Chief of Police may be absent from the city not to exceed forty-eight hours at any one time, on the consent and approval of one or more of the Commissioners of Police.

j. The Chief of Police is authorized to detail, for a period not exceeding five days, any member of the Police Force to the performance of any proper Police duty or business (and for such purposes may order and allow such member to leave the city), whenever the exigencies of the service require the same. In all cases he shall report to the Board his action, in writing.

INSPECTORS.

RULE 4.

a. Each Inspector shall be responsible for the preservation of the peace and enforcement of laws in his district, and for the discipline of the force therein.

b. It is expected that each Inspector will visit portions of his district and the Station-houses therein at uncertain hours of the day and night. He will diligently inquire into every complaint made by citizens of laxity or misconduct in performance of duty by members of the force, and report the same to the Chief of Police.

c. The Inspector of the District in which it is located shall examine, or cause to be examined, at least once in each week, the "House of Detention for Witnesses," in respect to the condition of said House, its cleanliness, the comfort of the inmates, and the quantity and quality of their provisions.

d. He shall, quarterly, and as often as may be necessary, inspect thoroughly each station-house and other buildings of the Department in his district, and make or cause to be made such inspections of the members of the force in his district, while on duty, as may be necessary to satisfy himself that the duties are properly performed.

e. He shall submit quarterly reports thereupon, with such suggestions as he shall deem proper. He shall see that the Station-house books are kept in conformity to the Rules, and that the officers and men are faithful in the discharge of their duties.

f. He shall receive the reports of the Captains and other officers in command of the members of the force in his District at nine A. M. daily.

g. Inspectors shall see that, within their Districts, the laws of the State and the ordinances of the Corporation of which the Police Department has cognizance, and the rules and regulations of the Police Department, are enforced, and shall cause nuisances to be removed, preserve peace and order at elections, provide an adequate Police Force at every fire and at every public assembly of citizens.

h. They shall transmit to the Chief of Police all charges made against members of the force in their District.

i. Each Inspector shall keep at his office books of record such as are required in the business of his office, and as the Chief of Police shall direct.

CAPTAINS.

RULE 5.

a. Each Captain will be held responsible for the preservation of the peace and the prevention of crime within his Precinct, and shall enforce all orders, rules and regulations established

for the good government of the same. He shall take all lawful means to prevent crime, detect and arrest offenders, protect the rights of persons and property, guard the public health, preserve peace and good order at every primary and public election, remove nuisances from the streets and public places and enforce all laws and ordinances which relate to Police, Health and Criminal procedure.

Captains shall carefully examine daily all books of record required to be kept in their respective Station-houses in conformity to the rules of the Department, and see that the entries are properly made. They shall also carefully examine all daily, weekly, monthly, quarterly and special reports before forwarding the same to Central Department and see that they are properly made out. They shall also assign to each Sergeant or Acting-Sergeant of their command books of record as are required to be kept in the Department, holding each Sergeant responsible for the correctness of the entries made in such books as may be assigned to them.

b. A Captain is placed in command of each Precinct. In his absence the senior Sergeant shall assume command of the Precinct, unless a Commissioner or the Chief shall otherwise direct; and no Station-house shall be left without the presence of a Captain or a Sergeant, unless in cases of great emergency.

c. To insure good order, Captains are vested with the power to post the men under their command in such parts of their Precincts and to assign them such duties as they may deem expedient, under the supervision of the Chief of Police, Deputy Chief and Inspector of the District, and in accordance with the rules and regulations of the Department.

d. They shall inspect, or cause to be inspected and recorded, from time to time, all pawnbrokers' shops, second-hand dealers' shops, junk-shops and intelligence offices in their respective Precincts. They shall keep a record of all such shops and offices, and report thereon, from time to time, to the District Inspector.

They shall, when any room or building, or any part or portion of any room or building, within their precinct is known to them to be kept, used or occupied for the purpose of gambling, of recording or registering bets, or for selling pools, immediately give notice, in writing, to the owner, lessee and occupant of such room and building that the premises are occupied for such purposes, and that the occupation and use

thereof for such purposes is a misdemeanor. They shall be careful to note the time when such notice is given.

If the occupation and use of such premises shall be continued after the service of such notice, they shall obtain warrants for and cause the arrest of such owner, lessee or occupant for the misdemeanor (this is not to be construed so as to prevent any officer from making an arrest without a warrant when the law is violated within his view and presence) and cause them to be prosecuted as required by law, and shall promptly notify the District Attorney in each and every case.

e. They will at all times, when in command, call the roll and designate the posts.

The Captain is at all times in command when in the Station-house, except when he has retired for rest; before doing which he will enter on the blotter, in his own handwriting, "Capt. ————, in reserve."

The Sergeant on desk duty is then in charge for the time being; and on the Captain again assuming command he will note, in his own handwriting, "Capt. ———— in command," in both cases noting the time.

It shall be the duty of the Captains and Sergeants of all Precincts, Courts or other Squads, before leaving the Station-house or office, at any time, to enter in the blotter, in their own handwriting, the precise time and purpose of leaving, and immediately upon returning to enter likewise in the blotter the time of their return.

Any Captain or Sergeant wilfully disobeying this rule or making a false entry on the "blotter" in relation to this or any other matter, will be guilty of neglect of duty, and upon conviction thereof may be dismissed from the Police Force.

The roll shall be called at the commencement and termination of each tour of duty, preparatory to which the men will promptly fall into line in the sitting-room and march to the front office, where they will be inspected by the officer in command, who will be particular to see that each Patrolman is, in all respects, dressed in accordance with the rules and regulations of the service, and that his entire uniform, and all parts thereof, are in good order.

If at any roll-call at the termination of each tour of duty, any Patrolman has not—in dress or otherwise—conformed to the rules and regulations of the service, the officer in command will inquire into the causes; and if the Patrolman has been guilty of neglect or intentional delinquency, report the facts, with the name of such Patrolman, to the Chief of Police.

f. The Morning Returns shall be made out in manner, matter and form as directed by the Police Board or Chief of Police, and shall contain accurate and faithful copies or reports of the entries and memoranda made in the blotter during the preceding twenty-four hours, including the disposition by the courts of all persons arrested.

The officers in command will carefully examine their Morning and Court Returns and see that the complaints are properly entered. They shall make daily Supplemental Reports of the disposition by the courts of all cases, the disposition of which is not reported on the prior Morning Returns, and only in such cases.

g. The Morning Returns shall be signed by the Sergeant who makes them out, and countersigned by the Captain. When errors are discovered or explanations are needed, in the Chief Clerk's Office, the Sergeant who signs the Returns shall be notified to attend at the Chief Clerk's Office, to amend or explain them.

No person other than as above shall be permitted to alter or change a Morning Return.

h. They shall carefully read and explain to each Platoon of their respective commands all General Orders, and all decisions of the Board of Police in cases of complaints against members of their commands.

i. Captains are charged with the distribution and safe-keeping of the books belonging to the Libraries of their respective Precincts. The name and value of each book not returned, or the value, name and number of volumes of the set, if any volume of a set is not returned, shall be reported to the Police Board, and the value thereof be deducted from the pay of the member.

j. They shall cause to be promptly served all notices and subpœnas sent them from the office of the Chief Clerk, or other subpœnas authorized by law, and all letters and messages sent from the Central Department, to be promptly delivered.

When a subpœna is left at a Station-house for any officer, the fact shall be entered in the Blotter with the name of the officer subpœnaed, the Court and the time wanted at Court, and the case in which he is a witness. Such subpœna shall be served on the officer with the least possible delay, and the fact of the service entered on the Blotter.

k. They shall report daily to the Chief of Police, in writing, all cases of malignant, infectious, contagious and epidemic diseases in their respective Precincts.

They shall keep a record, at their several Station-houses, of the residences of members of the force under their control, and shall furnish to Surgeons the residences of such members as have reported sick.

They shall report, in writing, to the Chief Clerk, Chief of Police and Deputy Chief of Borough each and every change of residence of members of the force under their command as soon as such change takes place; and they shall be prompt in notifying the Chief Clerk whenever any member of their command, who was previously single, becomes a married man. These reports shall be made in duplicate for Boroughs of Manhattan and Bronx, and in triplicate for Boroughs of Brooklyn, Queens and Richmond.

They shall keep a record of the members of the force who reside in their Precincts, but not performing duty therein, and such members shall promptly report such residence or change of same, to the officer at the Station-house of the Precinct where they reside.

l. They will at all times require the members of the force under their command to be attired according to the rules and regulations of the Department, and to be decent and clean in their attire, habits and persons.

It is the duty of Captains and Sergeants at all times to report any negligence in attire, want of cleanliness or unfitness for duty from any cause whatever.

m. They shall divide the Patrolmen of their force into two equal parts, which shall be known as the "First" and "Second" Platoons, and each Platoon into two parts, which shall be known as the "First," "Second," "Third" and "Fourth" Sections. A Sergeant shall be assigned to the command of each Section.

They shall, under the direction of the Chief, Deputy Chief and Inspector of the District, divide their Precincts into night and day posts or beats, and number the same, and from time to time designate the Patrolmen who are to patrol the same.

n. Captains shall designate relieving points within the boundaries of each post, and direct the route to be taken by Patrolmen, going to and coming from the relieving points. Such relieving points to be distributed as far as practicable on alternate streets, avenues and roads, and placed so as to be as nearly as possible at equal distances from each other, and the same shall be located, where the situation will admit of it, at points on the posts most remote from the Station-house.

Members of the force will remain upon their relieving points until properly relieved, unless otherwise directed.

o. Captains shall have the general charge and inspection of the Police Station-house to which they are assigned; and, with the Sergeants, who, in their regular order, have charge of the same, be held responsible for their cleanliness, general condition and good order.

p. They shall cause the stoves and pipes of their respective Station-houses to be carefully taken down and put away as soon as fires can be dispensed with; and shall preserve them and not permit them to be removed from the Station-house without the written order of the Chief Clerk. They shall, when necessary, cause the stoves and pipes to be put up for use.

q. They will be held responsible for the prudent and economical use of gas and the management of stoves and fires in their respective Station-houses.

r. They may establish minor rules and regulations for the government of the force under their command, not inconsistent with the orders, rules and regulations of the Police Department, subject to the approval of the Inspector, Deputy Chief and Chief of Police.

s. The Chief of Police may temporarily excuse a Captain to leave the District, for a period not to exceed twelve hours, on the application of the Inspector of the District, provided such absence shall not be prejudicial to the public service.

t. They will be held responsible for the escape of any prisoner delivered to them at the Station-house under their command.

SERGEANTS.

RULE 6.

a. In cases of vacancy or in the absence of the Captain by reason of illness or absence from duty, or by permission of the Police Board, the duties required of him shall be performed by one of the Sergeants of the Precinct, selected for that purpose by the Chief or by the Police Board. The Sergeant so selected shall be designated as "Sergeant in Command," and shall, during such absence of the Captain, possess and exercise all the powers of a Captain, and shall enforce the orders, rules and regulations established for the government of the Precinct.

b. The Sergeants shall, in turn, patrol their Precincts and see that the Roundsmen and Patrolmen of their Platoons or Sections are performing their duty properly. It is the duty of the Sergeant not on desk duty to go on patrol with his Section or Platoon, except when his services are required, by direction of the Captain, for clerical duty in the Station-house, which fact shall be entered in the Blotter; to remain out during the tour, in the vigilant performance of duty, and to return with the men to the Station-house at the end of the tour.

While on duty at desk, Sergeants and Acting-Sergeants shall carefully note in the Blotter all matters that relate to the duty performed by the members of the Precinct or Squad, and all other matters that relate to the business of the Department. Also note in such other books of record assigned to them by their Commanding Officers such entries as may be required from time to time. Sergeants shall in turn make all daily and other reports required under the Rules and Regulations; also inspect daily the Station-houses, prison, dormitories, beds and bedding, and note the result of such inspection in the Blotter.

c. Sergeants shall be relieved from patrol duty during the tours from 6 A. M. to 1 P. M.; and one Sergeant, in turn, shall remain in the Station-house, on clerical duty, from 9.40 until 11.20 A. M., when he shall be excused from duty until 1 P. M., at which time he shall return to desk duty.

Sergeants shall be allowed one hour and forty minutes for each meal.

d. Sergeants, in rotation, shall be relieved from night duty one night in every twelve; provided that the Sergeant attached to the same platoon as the Sergeant whose night it is to be relieved shall report himself for duty on such night.

e. Sergeants shall have general charge of the Roundsmen and Patrolmen on their posts, and shall instruct and assist them in their duties and be responsible for their general appearance, good order and discipline.

They must promptly obey all orders received from their superior officers, and set an example of sobriety, discretion, skill, industry and promptness to the Patrolmen under their command; and they must at all times appear neatly attired and clean in their person and equipments.

f. They must inspect their respective Platoons and Sections as soon as formed in line preparatory to marching on patrol or other duty, and see that they are properly uniformed and equipped, and that each man has with him a copy of the book of rules, keys to the fire-alarm and police signal boxes, and

also a pair of "nippers." They must make immediate report to the officer in command of all negligence in attire, want of cleanliness or unfitness for duty from any cause in any of their men.

g. Immediately after roll-call, Sergeants shall march their Platoons to their respective posts to relieve the men whose tour of duty has expired, and in case any Patrolman is absent from his post, report the fact to the officer in command of the Precinct.

h. They shall, during their tour of duty, constantly patrol their respective Precincts, visiting each post as often as possible in each tour, ascertaining the presence of each man at his proper place, and aiding in the enforcement of every duty.

They are expected to remain patroling their Precincts, going to the Station-house only for the purpose of receiving or carrying such orders as may be given them. They shall report from the signal boxes as required by the Chief or Deputy Chief.

i. Sergeants and Roundsmen must not walk together, nor with Patrolmen while on patrol, unless directed to do so by their commanding officer, or for the accomplishment of some particular object or purpose appertaining to the proper discharge of their duty; and in such cases they must report the facts to their commanding officer on their return to the Station-house.

j. They shall carefully note and report to their Captain the case of every Patrolman absent from his post, or other neglect of duty or discipline, and every violation of rules and regulations.

k. The Sergeant shall, if possible, see each Patrolman on his post without calling, but should he not find him, the call should be given in the centre and on each extremity of the post, and if not then found extend the adjoining posts until the post of the missing Patrolman is fully covered. He shall report to the officer in command the name of the missing Patrolman and the cause of his absence, if ascertained.

l. At the close of each tour of desk duty the Sergeant in charge of the desk must, before being relieved, carefully read the entries made by him during his tour and certify that the same are a full, complete and correct record of the business at his station during the time he was in charge of the desk.

m. Sergeants, during the tour of duty at the desk, will be held responsible for the receipt and entry in the proper book of all orders issued over the telephone, and will see that the

attention of the officer commanding the Precinct is duly directed thereto.

n. When the agent of a gas company shall take the index of a gas-meter, the Sergeant on desk duty shall do the same and make report thereof on the blank furnished.

ROUNDSMEN.

RULE 7.

a. Each Roundsman or other visiting officer shall see each Patrolman under his command while on post as often as possible during each tour of duty.

b. Roundsmen shall have immediate supervision of the Patrolmen while on patrol duty, see that the men of their platoon or section are properly performing their duties and that, while on duty, they are neat in person and their dress in accordance with the regulations.

They shall report to their commanding officer all delinquencies or violations of orders on the part of the force under their command that may come to their knowledge.

c. Roundsmen must not walk with Patrolmen while on patrol, unless directed so to do by their commanding officer or for the accomplishment of some particular object or purpose appertaining to the discharge of their duty.

d. Roundsmen detailed to act in the absence of a Sergeant shall, for the time being, have all the powers and perform all the duties of a Sergeant.

e. Roundsmen shall make themselves thoroughly acquainted with the capabilities of the Patrolmen belonging to their sections. They must carefully study and thoroughly understand the rudes and regulations. They shall, while on duty, constantly patrol the posts allotted to their respective Platoons and enforce the performance of duty by the men.

f. Roundsmen in command of Sections on reserve in the Station-house during the night tours of duty shall, once during each of such tours, inspect the dormitories where the Sections sleep and report to the Captain any and all irregular, negligent, disorderly and uncleanly habits, practices and proceedings on the part of any member of the force, and, under direction of the Captain, shall make charges in relation thereto.

They shall see that the gas is not kept burning in the dormitories during the night time between the hours of 8.30

and 11.30 P. M. and 1 and 5.30 A. M., unless the Platoons and Sections on reserve are called out during those hours.

g. When there are two or more Roundsmen on a Platoon, Captains will divide the Precinct equally between them and assign one Roundsman to each portion for two tours of duty. Captains will then change the Roundsmen to the opposite portion of the Precinct.

h. Roundsmen shall promptly obey all orders received from their superior officers; shall set an example of sobriety, discretion, skill, industry and promptness to the Patrolmen under their command; and will at all times appear neatly attired and cleanly in their persons and equipments.

i. Captains and Acting-Captains will enter, or cause to be entered, on the Blotter immediately under each roll-call the part of the Precinct in which each Roundsman is assigned to patrol, for instance : Roundsman A., B. or C. to patrol that part of the Precinct east, west, north or south of ———— street.

j. In case of fire, burglary, riot, or other emergency, the Roundsman on duty nearest the scene of said fire, burglary, riot, etc., will immediately send information to the officer in command at the Station-house; and, in the meantime, take such action as the emergency may require.

k. Roundsmen shall, at least once in each week, instruct their respective Sections for twenty minutes in the School of the Soldier and School of the Company. This duty shall be performed during a reserve tour of duty at a day and hour to be previously fixed. They shall report the number present at each such drill, noting the names of absentees, if any, to the Sergeant in charge, who shall enter the same on the Blotter. Mounted Roundsmen shall instruct their Sections in the School of the Trooper.

The Sergeant in charge of the School of Instruction, or some other competent officer designated by the Chief, shall visit the Station-houses and report to the Chief of Police on the efficiency of each Roundsman in this particular.

DOORMEN.

RULE 8.

a. It shall be the duty of Doormen to obey all orders received from the Captains and Sergeants of their respective Precincts.

They shall keep the Station-house and Prison to which they are attached clean and in good order.

b. They shall visit the Prison, when there are male prisoners confined, at intervals of not more than thirty minutes each, and ascertain and report at the desk, in writing, at the time of each report, the condition or wants of said prisoners. The tours of duty of Doormen shall be regulated by order of the Chief of Police.

c. Doormen shall prepare the wood required for kindling fires in the respective buildings to which they are attached; keep fires; have special charge of lights, and look after the property of the Station-house.

MATRONS.

RULE 9.

a. There shall be two Police Matrons appointed for each Station-house designated to receive women prisoners.

b. The tours of duty for Police Matrons shall be as follows: For the Matrons on day duty, from 8 A. M. to 6 P. M.; for the Matrons on night duty, from 6 P. M. to 8 A. M. The Matrons shall change each week from night to day duty by remaining on duty from 8 A. M. Sunday until 8 A. M. Monday.

c. While on duty the Matrons shall be constantly at the Station-house and ready at all times to perform any and all service within their province as Police Matrons; except the Matron on day duty shall be allowed one hour each day to go out for her luncheon. Matrons shall at all times when on duty be subject to the orders of the officer in command of the Station-house.

d. A suitable room shall be provided for the special use and accommodation of the Police Matrons. Members of the Police Force are prohibited from trespassing upon the privacy of the Matrons during their tours of duty. No visitors shall be received in the Matron's rooms except by permission of the officer in command. The Matrons shall be responsible for the cleanliness and good order of their own rooms. They shall be supplied with apparatus for heating water.

e. The officers in command at Station-houses designated as above shall cause women held under arrest to be kept separate and apart from the cells, corridors and apartments of males under arrest, and shall prevent any communication between

men and women therein confined, except with the consent of the officer in command.

f. When a woman prisoner is brought to the Station-house the officer in command shall at once call the Matron to make the necessary searches and perform such other service in connection with the arrest as may be required. When a woman prisoner is held, she shall be conducted to a cell by or in the presence of the Matron, and remain in her charge while so confined.

g. The locks upon the doors of the corridors and cells of the female prisoners shall differ in size and pattern from all other locks used at the station. The Matron shall have sole access to the keys, and when not in the Matron's possession shall be kept at the desk of the Station.

h. The Matron shall not place two women prisoners in one cell, unless it is necessary for want of room.

i. The Matron on duty shall visit the cells occupied by women prisoners at least once in each 30 minutes, except during the lunch hour, and oftener if the condition of the prisoner or prisoners shall require it and her other duties permit, and she shall be responsible for the safe-keeping of all such women prisoners, subject to the direction of the officer in command.

j. The Matron on duty shall report daily to the officer in command as to the cleanliness and good order of the cells under her charge.

k. Any sick, injured or helpless woman prisoner who may be conveyed to the Station-house shall be taken to a room other than the public sitting-room and there be treated and cared for only by a Surgeon and the Matron on duty, except in cases where the interest of humanity or justice shall require the attendance of others.

When, in the opinion of the Matron on duty, any woman prisoner is ill or insane, she shall at once notify the officer in command and he shall summon a physician.

l. The Matron on duty shall have charge of all women and girls received in the Station-house as prisoners, or otherwise, and also of lost children.

m. When the examination of the person or clothing of a woman prisoner, or other female in the temporary charge of the Police, shall be deemed necessary, such examination shall be made only by the Matron on duty, under direction of the officer in command, and with the least possible publicity.

n. Doormen are prohibited from visiting the cells in which

women prisoners are confined, except upon the call of a Matron, or by special direction of the officer in command, and no officer or other person shall visit the cells in which women prisoners are confined, unless in the company of the Matron on duty.

o. Arrests of women shall be reported on the daily morning returns of the Precinct in which the arrest is made, and a record shall be made upon the Blotter of the Precinct where such women prisoners are confined, showing the name of the prisoner, name and Precinct of the officer making the arrest, also the time when the prisoner entered and left the Station-house.

p. The Matrons shall keep a written record of all women and children under their charge.

q. The officers in command of Precincts where Police Matrons are employed shall enter (in red ink) upon the face of the morning returns the name and tour of duty performed by each Matron, and their absence from any cause whatever.

r. Matrons, when detained from duty by illness, shall notify the officer in command of their Precinct and he shall immediately apply for a substitute.

s. Substitutes shall always be taken from Precincts where the average number of women prisoners is small, and the women usually received at these Station-houses shall be sent to some other where Matrons are on duty.

t. No Matron shall remain on night duty more than two weeks consecutively.

u. While on duty the Matrons shall wear a neat dark blue or black dress, with skirts two inches from the ground.

SURGEONS.

RULE 10.

a. The regularly appointed Surgeons of the Police Department constitute the "Board of Surgeons."

b. The Board of Police Surgeons shall elect annually, at their first meeting after the first day of January in each year, a President (who shall be "Chief Surgeon") and Secretary from their number, who shall respectively hold the offices for one year.

When a vacancy occurs in the office of President or Secretary it shall be filled by the Board of Surgeons at the first meeting held thereafter.

A majority of members shall form a quorum for business. They may adopt by-laws for the government of their meetings not inconsistent with law or the rules and regulations of the Police Board.

c. The Board of Surgeons shall, in the month of January in each year, make an annual report to the Police Board, setting forth the transactions of the year; the sanitary condition of the Station-houses, prisons, lodging-houses and the "House of Detention for Witnesses," and of the Police Force, and at other times, as required, shall submit special reports upon matters pertaining to the duties with which they are charged.

d. The Board of Surgeons shall, in addition to their stated meetings, meet as often as required, when called upon by the Police Board, and examine and report upon all questions, subjects and matters referred to them; they shall serve, whenever required, upon committees of their number to examine and report in relation to all crimes, casualties, nuisances, injuries and other matters referred to them.

e. All resolutions of the Board of Surgeons and all certificates granted or issued by said Board shall be verified and attested by the signature of its President and Secretary.

f. The President of the Board of Surgeons shall detail Committees of four Surgeons to attend at the Central Department at such times as may be required to examine and report upon the qualifications of candidates for appointment.

The Surgeon first named shall act as Chairman of the Committee.

Any Surgeon so detailed who is prevented by sickness or otherwise from attending such examination, shall furnish to the Committee, as his substitute, one of the Police Surgeons, who shall perform the required duties.

g. It shall be the duty of the Police Surgeons to take Medical or Surgical charge of the pensioners of the "Police Pension Fund," and their wives and minor children; giving them, without charge, the same care and attention as patients in private practice, when requested so to do by the said pensioners.

h. Surgeons will not be required to perform surgical duties in districts other than their own, except in emergencies or when the necessity for the service is urgent, and the attendance of the Surgeon of the district where the service is required cannot readily be procured.

Whenever a Surgeon's services are required at a Station-house, the Surgeon of the district shall be called by the officer

in charge. If his attendance cannot readily be procured, the Surgeons of other districts residing nearest to the Station-house where the services are required shall be called in their order.

i. Each Surgeon of the several Committees in attendance shall make personal examination of each candidate before signing the certificate; the concurrence of three Surgeons comprising the Committee shall be required to pass a candidate.

The cause of rejection shall in every case be clearly and fully stated.

j. No Surgeon or Committee of Surgeons shall examine, certify in relation to, or give any opinion, verbally or otherwise, concerning the physical condition, soundness or unsoundness of any man who is an applicant or who expects or intends to become an applicant for appointment as a member of the Police Force, except officially at the Central Department; and then only with respect to such persons as are authorized by the Police Board to be examined; nor shall they, or either of them, receive any gratuity, article of value, money or other compensation, service or reward, directly or indirectly, by promise or otherwise, for such examinations as they may officially make.

k. Whenever examinations are held by the Surgeons of applicants for appointment, they shall on no account whatever admit any person or persons (except candidates) into the examination room while examinations are to be held, except the Chief Clerk, the members of the Police Board, and such clerical assistance as shall be assigned.

l. Each Surgeon shall answer calls at and from the Station-houses of his district, and from the Central Department, and make no charge or receive any compensation or gratuity in addition to his salary for services rendered at a Station-house or at the Central Department.

m. Each Surgeon shall keep a memorandum of calls at Station-houses, with the date and name of each person treated, and shall make written reports thereon when required.

n. It shall be the duty of the several Surgeons to report, in writing, to the Police Board the death of each and every member of the Police Force in their respective districts, and state the time, cause and circumstances of such death, specifying whether such member of the force was killed while in the actual performance of Police duty, or died from the effects of any injury received whilst in the actual discharge of such

duty, and the said report shall state whether death was caused by misconduct on the part of such member of the force.

o. Surgeons shall not charge, receive or take any compensation for medicine furnished to or for medical or surgical attendance upon any member of the force. Each Surgeon or other member of the force who shall become cognizant or credibly informed of any violation of this rule shall report forthwith, in writing, the facts of the case, with the name of the offending party and the witnesses to the Chief of Police, who shall prefer charges, based upon such report, against the offending party.

The demands of private practice are not allowed to interfere with the due performance of duties in the Police Department.

p. Whenever a member of the force is reported sick, it shall be the duty of his commanding officer to enter his name and the fact of his having reported sick upon the blotter, and immediately notify his District Surgeon. If the first notice is sent by telephone or telegraph it shall, in all cases, as soon as practicable thereafter, be sent, in writing, also, giving the name and rank of the officer, the time of day he reported sick, and the street number and floor of his residence.

Upon the receipt of said notice it shall be the duty of the District Surgeon to visit the officer without delay, carefully examine him, and if his disability is found to be sufficient for him to remain on the sick list, he shall take the medical or surgical charge of him, giving him the same care and attention as physicians give to patients in private practice until he shall have fully recovered, when he shall give him a written order to report for duty, addressed to his commanding officer.

If the District Surgeon shall find, on examination, that the officer has no perceptible disability or that the disability is so slight as to be insufficient to disqualify him from the performance of his duty, he shall, in his discretion, either direct him to return to duty at once or at the next recurring hour of 6 P M. or 8 A. M., in either of which cases he shall notify the commanding officer of the Precinct or Squad to which the officer is attached of said order, by some means independent of the written notice given to the officer.

q. Surgeons shall, in their respective Districts, keep a careful record of the sick time of each member of the force, and make report thereof to the Chief Clerk on the first day of each month, setting forth in such report the name and rank of the sick member, the date and duration of the sickness, the number of visits made during the same, the total number of days'

time lost; also in plain and simple language the name, character and special features of the disease or disability. They shall state, in figures, at the foot of the appropriate column of their reports, the aggregate of time lost.

r. Each Surgeon shall make charges, in writing, to the Chief of Police against any member of the force who shall seek to evade duty on the pretense of sickness, or whose sickness or disability is caused by improper conduct, intemperance, immoral or vicious habits or practices.

When a member of the force who has charges pending against him, and has been notified of the day of trial on such charges, reports sick, the Surgeon in whose district he is shall be notified of the nature of the complaint and the day of trial, at the same time that he is notified that the officer has reported sick.

s. No Surgeon shall pass upon the physical qualifications of any candidate for appointment as Patrolman who shall have been under his medical charge or who shall have applied to him for examination and advice within one year next prior to the time when such candidate presents himself for examination.

t. All persons employed as Probationary Patrolmen more than sixty days after the surgical examination by which they were respectively passed, shall, before the constitutional oath of office is administered, be re-examined and a certificate made by a Committee of Surgeons in the same manner in all respects as is required in the first examination; such re-examination to be made without reference to the records or papers of any former examination. If it shall appear by such examination that the candidate is then physically deficient or disqualified, or if it shall in any manner appear that he is, for any cause, disqualified to be a Patrolman, the Chief Clerk, before administering the constitutional oath of office, shall report the facts to the Police Board. Thereupon, if the Board is satisfied that the candidate is not a competent or proper person to be a Policeman, they may, by resolution, revoke and cancel the appointment. All probationary employees shall present a certificate from the Health Department that they have been duly vaccinated.

u. Each Surgeon shall transmit to the Health Department of the City of New York written notice of all cases of malignant, infectious, contagious and epidemic diseases coming within his knowledge and occurring in his own District.

v. Members of the force who have small-pox or other contagious diseases in their families requiring their personal atten-

tion, shall be allowed leave of absence with pay (and not report at the Station-house), at the discretion of the Chief of Police, on the report of the Surgeon of the District "That the nature of the contagion is such as to endanger the health of other members of the force at the Station-house."

Whenever a member of the force shall be granted a leave of absence under this rule, he shall be under the supervision of his District Surgeon, and shall not leave his place of residence, except by written consent of the Surgeon, who shall keep himself informed of the progress of the case, and when the danger of contagion is over, give him a written notice directing him to report in person to the Chief of Police.

w. Whenever a member of the force who has been on the sick list during the month shall be transferred from one Surgical District to another, it shall be the duty of his commanding officer to notify his District Surgeon that such transfer has been made, and it shall be the duty of said District Surgeon to report, in writing, to the Surgeon of the District to which said officer was sent the time he reported sick, when he was returned to duty (if not still on the sick list), the number of days lost, the number of visits made and the nature of the disability.

x. When a Patrolman is on the sick list he is under the control and command of the Surgeon of the District, and, so far as relates to the treatment of his disease, is to obey all orders and instructions of the Surgeon relative thereto, and shall not leave his place of residence without his written consent.

y. Whenever any member of the force is absent on account of sickness, injury or disability which is feigned or simulated, or when it arises from carelessness, improper or vicious conduct, excessive indulgence of appetite, or other bad habits; improper, illegal or immoral practices, or if the sick member shall fraudulently, by concealment, false statement or otherwise seek to deceive or mislead the Surgeon in relation to the case, or if the member shall not remain at his residence so as to be visited at the option of the Surgeon, or if he refuses or neglects to conform to the instructions of the Surgeon, he shall be liable to charges of "conduct unbecoming an officer," and may be tried, convicted and dismissed from the force or otherwise punished.

z. A Surgeon applying for leave of absence shall arrange with another Surgeon to take charge of his District during such absence.

DETECTIVE BUREAU.

RULE 11.

a. The Police Board shall maintain a Bureau which shall be called the Central Office Bureau of Detectives, and shall select and appoint to perform detective duty therein as many officers and Patrolmen as said Board may, from time to time, determine to be necessary to make that Bureau efficient. The Patrolmen so selected by resolution of the Police Board shall be called Detective Sergeants, and while performing such detective duty shall be vested with the same authority and be entitled to receive and be paid the same salary as Sergeants of Police; but the Police Board may, by order, reduce to the grade of Patrolman and transfer such Detective Sergeants, or any of them, to perform patrol or other police duty, and when so transferred they shall only be entitled to receive and be paid the same rate of compensation as ordinary Patrolmen of the Police Force. The headquarters of said Central Office Bureau of Detectives shall be at the Police Headquarters in the Borough of Manhattan, and a branch office thereof shall be maintained at the Police Headquarters in the Borough of Brooklyn, and other branch offices thereof may be maintained at the Police Headquarters in each of the other boroughs into which the City of New York is divided by law.

b. A record of complaints and applications, calling for the services or attention of the Detective Bureau, shall be kept in the Detective Office under the supervision of the officer in command, and he shall have supervision of all detective business, and it shall be his duty to give special attention to the business and see that all proper detective cases are diligently and properly attended to.

c. A record of arrests by the Detective Bureau shall be kept in the Detective Office, in which shall be entered the name of the person arrested, with a full description of such person, the time and cause of arrest and disposition of the case.

d. The officer in command of the Detective Bureau shall cause a Blotter to be kept in his office, in which shall be entered daily all the transactions of the Bureau in detail; and make to the Chief of Police daily morning reports in the same manner as is required by the rules, regulations and orders applicable to Precincts.

e. The likenesses of persons collected for the use of the Detective Bureau shall be privately kept in a gallery for the official use of the Police Force, as an aid to the prevention and

detection of crime, and shall not be exhibited to any person unless such person is accompanied by an officer of the Department.

f. In all cases where officers attached to Precincts make arrests in this city of persons wanted in other States for offenses committed therein, they will at once take such prisoners to the Detective Bureau and place them in charge of the officers thereof, who will have entire charge of such cases and all proceedings connected therewith.

g. All cases occurring in Precincts involving extradition from other States to this State, will, after notification is received by this Department of the arrest, be turned over to the Detective Bureau for action.

COURT SQUADS.

RULE 12.

a. It is the duty of the officers in command of Court Squads to cause all processes and all orders in criminal cases which shall be issued, made and delivered to him by the Courts to be promptly executed, obeyed and carried into effect by such members of the force under his command as he shall select and detail for the purpose in each case; and he shall detail, from time to time, members of his force to attend the Court during its sessions, and instruct them in respect to their duties while so employed, requiring them to keep order and quiet in the court-room, under the direction of the Court, and to prevent the escape of or the departure from the Court of any persons under arrest, except under the direction of the Court.

b. Officers in command of Court Squads are held responsible for the prompt, regular and thorough performance of the duties required of members of the Squad. All processes issued and all orders made by the City Magistrates requiring any action by members of the Court Squads, should be delivered to the officer in command.

c. Members of the Police Force are prohibited from recommending to prisoners the employment of any person as attorney or counsel, and are forbidden to suggest or name any lawyer or other person to a prisoner with a view to his defense at any time after the arrest is made.

d. Members of the Squads will not be permitted to be absent from Police duties under any pretext without the express per-

mission of the officer in command; are required to be at all times, when on duty, in full uniform (except when otherwise ordered by the officer in command), and to be clean and neatly attired, in pursuance of the rules and regulations concerning uniform and dress.

e. Officers in command of Court Squads shall deliver the sealed envelopes containing names and charges against persons arrested to the Magistrate or Clerk of the Court.

f. Officers in command of Court Squads and officers detailed at Magistrates' Courts, will not allow any conversation between prisoners in their charge, and any other person or persons, except such as the prisoners shall desire to confer with or such as the Court shall designate.

g. When the service of a warrant requires the expenditure of money, the matter shall be at once referred to the Chief of Police and the Police Board for approval.

BICYCLE SQUAD.

RULE 13.

Officers detailed for duty in the Bicycle Squad will be held strictly accountable for the bicycle and its equipments entrusted to their care. They will allow no other person to use the wheel under any circumstances without authority of the commanding officer of the Precinct or Squad to which they are attached. All injuries to the bicycle or equipments will be reported, in writing, through the regular channels, to the Chief of Police, who will keep a record of the wheels purchased for the Department, the officer to whom they are assigned, necessary repairs and important information. Officers will carefully inspect their wheels before going on duty and immediately after their return. Bicycles must at all times be kept clean and well oiled.

SANITARY COMPANY—HEALTH AND BOILER SQUADS.

RULE 14.

a. There shall be a Sanitary Company within the Police Department, the officer in charge of which shall be of rank

not less than a Sergeant of Police. There shall be a Squad in said Sanitary Company, designated as the "Health Squad," detailed pursuant to law to the service of the Health Department of the City of New York. The members of the force detailed to this Squad shall be subject to the orders, rules and regulations of said Health Department in the enforcement of the provisions of the Sanitary Code, and the acts relating to tenement and lodging houses. In emergencies, when the entire Police Force may be required, the Chief of Police has power to assign them temporarily otherwise.

b. The rules and regulations governing the Police Department and Force shall be in all respects applicable to the Health Squad.

c. There shall be a squad composed of so many of the members of the Sanitary Company as the Police Board shall, from time to time, direct, to be called the "Steam-boiler Squad," whose duty it shall be, under the orders and directions of the officer in command of said Squad, and pursuant to the rules and regulations of the Police Board, to exercise the powers and perform the duties conferred and imposed by sections 342 to 345 of the Charter upon the Police Board in relation to the inspection of steam boilers and the licensing of engineers.

d. There shall be appointed two or more members of the Steam-boiler Squad who are practical engineers, to be "Examining Engineers," whose duty it shall be to examine, under the direction of the officer in command of said Squad in pursuance of the rules and regulations of the Department of Police and of the law above named, all applicants for certificates of qualification as engineers, and for renewals of such certificates. Said Examining Engineers shall, in each case, report in writing to the officer in command of the said Squad, whether the applicant is or is not qualified. If the applicant is found to be qualified, the Examining Engineers shall sign a certificate of qualification, which, when approved by the officer in command of the said Squad, shall be delivered to such applicant.

This certificate shall authorize the person named therein to take charge of and operate the steam-boiler mentioned, BUT NO OTHER, and WILL BE REVOKED on proof of NEGLIGENCE or INSOBRIETY.

e. The officer in command of the Steam-boiler Squad shall detail so many of the Squad as shall be required to the duty of inspecting and testing steam-boilers, and all the appliances connected therewith; who shall make report of their proceedings to the officer in command of the said Squad, at such times and in such form and manner as he shall direct.

f. The members of the Boiler Squad shall report to the officer in command, and he shall report to the Board of Police all violations and infractions of sections 342 to 345 of the Charter, and of the rules and regulations of said Board in relation to the inspection and testing of steam-boilers.

g. When, on examination of an applicant, it appears to the satisfaction of the Examining Engineers that he lacks natural capacity or mechanical skill, knowledge or experience, or is unfitted by habits of insobriety to perform the required duties in a manner consistent with safety to life, a certificate of qualification will be denied. Renewals of certificates will be refused and certificates will be revoked on proof of like deficiencies.

No renewal will be granted without re-examination of the applicant.

h. The officer in command of the Steam-boiler Squad shall, within the period of not less than ten nor more than fifteen days prior to the date of the expiration of each certificate, transmit a notice to the proprietor of the establishment where the boiler mentioned in the certificate is located, informing him of the date of the expiration of the certificate; and in each case of examination or re-examination, the officer in command shall transmit to the proprietor of the boiler a notice of the result, stating therein whether a certificate or a renewal has been granted or denied.

i. He shall send notice to the owner or user of the boiler of his intention to inspect and test the same, giving date and hour.

The officer in command of the Steam-boiler Squad shall, at the time designated in such notice, or, as soon as practicable thereafter, cause such boilers and all appliances connected therewith to be inspected, and the strength thereof tested by pressure, and shall limit the maximum pressure of steam to be applied thereto, in pursuance of said act; but the limit of maximum pressure shall in no case exceed two-thirds of the amount of the pressure applied on examination.

j. If any such owner or other person shall neglect or refuse to prepare such boiler for inspection and test, the facts shall be reported, in writing, by the officer in command of the said Squad to the Police Board; whereupon the said Board, on being satisfied with the truth of such report, will order that such boiler and appliances be taken under control of the said Board, and all persons prohibited from using the same until the same shall be inspected and tested, and, if found defective and

unsafe, until such alterations, repairs and additions shall be completed as the Board prescribe, so as to render the use thereof safe.

k. When it shall appear by such inspection and test that any steam-boiler, and all the appliances connected therewith, are in good order, and of sufficient strength and security, and when any steam-boiler, and all the appliances which shall have been found defective, shall have been put in good order and safe condition, a certificate shall be issued to the owner and engineer in charge, signed by the officer in command, certifying the facts, and limiting the maximum steam pressure as is required by law.

l. If any steam-boiler, or the apparatus or appliances thereof, after inspection and test as aforesaid, shall be found to be in an insecure or dangerous condition, the officer in command of the Steam-boiler Squad shall cause the owner, or persons using the same, to be served with a notice, in writing, of such condition, and of the changes and alterations required, to render the same safe for use, and that the use thereof be discontinued until such changes and alterations are completed; such notice to be written or printed, or partly written and partly printed. Such notice shall be served by leaving it with the person in charge of the steam-boiler, or the owner thereof.

m. If the use of the said steam-boiler, and the appliances, shall not be discontinued, in pursuance of such notice, the officer in command of the Steam-boiler Squad shall report the facts, in writing, to the Police Board; whereupon the said Board will make an order prescribing such changes and alterations as may render the use of such boiler, appurtenances and appliances safe; in the meantime, until such changes and alterations are completed, the said steam-boiler shall be taken under the control of the said Board, and all persons prevented from using the same; which order the officer in command of the said Squad shall cause to be enforced. For this purpose, the members of the said Squad shall have power, under such order, to enter into, upon, and hold possession of any premises or part of any premises necessary to enable them to execute such order.

n. All steam-gauges in use with steam-boilers subject to inspection shall, as part of the appliances thereof, at least once in each year, and as often as the Police Board shall order in special cases, be tested by the mercury column at the Central Department. If found defective, the defects shall be remedied before they shall be allowed to be used. For the purpose of

this test, members of the Steam-boiler Squad shall have authority to take possession and control of any steam-gauge so in use.

Steam-gauges, tested and found correct, shall have attached to them a certificate, signed by the officer in command of the Steam-boiler Squad, setting forth the fact and the date of the test.

o. No charge shall be made for inspecting or testing any steam-boiler, appliances and connections, except as the law directs. All cart tickets issued for the necessary transportation of the pump and appliances used in testing steam-boilers shall be certified by the officer in charge of the Steam-boiler Squad and transmitted to the Treasurer for audit and payment.

p. The officer in command of the Steam-boiler Squad shall keep a correct record of all inspections and tests of steam-boilers, setting forth the name of the person or firm owning such boiler; the amount of hydrostatic pressure applied, and the amount of steam pressure limited; the location and description of the boiler in each case; with such other facts as shall be deemed useful to the Department or the public.

q. All forms and blanks used by the Steam-boiler Squad shall be approved by the Police Board.

r. The Superintendent and Inspectors of Boilers in the Boroughs of Brooklyn and Queens shall be subject and subordinate to the commanding officer of the Sanitary Company, and shall make all reports to such officer, and these rules shall be applicable to all boroughs.

s. The pay-roll of the Health Squad shall contain the names of all the members of the force assigned to the service of the Health Department of the City of New York, without regard to the borough in which they are assigned, and the pay-roll of the Boiler Squad shall contain the names of all other members of the force in the Sanitary Company.

t. All bills, reports, etc., shall be signed by the Sergeant in command.

HARBOR POLICE AND LAUNCHES.

RULE 15.

a. The navigation of the Police Steamer "Patrol" shall be in charge of an officer designated as "Sailing Master."

b. The Steamer and Boat's Crew, together with the Police Force of the Forty-second Precinct, shall be under the com-

mand of the Police Captain who shall be responsible for the navigation, management, safe-keeping, condition and the perfect and complete cleaning of the steamer, engines, boilers, fire-pumps, hose, crew's quarters, tackle, apparel and furniture and also for the action and conduct of the crew.

c. The steamer's crew, in addition to the Sailing Master, is made up as follows, to wit :

1 Pilot.
1 Engineer.
2 Assistant Engineers.
2 Oilers.
3 Firemen.
3 Deck-hands.
1 Cook.
1 Steward.
1 Cabin Boy.

The Captain of Police in charge is authorized to select the Pilot and to employ the engineers, deck-hands, firemen and others subject to the approval of the Police Board.

The Sailing Master is considered to be on duty at all times. Any necessary absence shall be with the consent of the Captain, or, during his absence, of the Sergeant in charge.

The Pilot and Engineers are considered to be on duty when required by the Police Captain; absence to be by his consent and approval. The Sailing Master and Pilot shall not be absent from the steamer at the same time, except with the knowledge and by the approval of the Captain, or, in his absence, of the Sergeant in charge.

d. The Captain, Sergeants, Roundsmen, Patrolmen and Doormen on duty in the Forty-second Precinct (Harbor Police) shall be designated as the Police Force, as distinguished from the Steamer's crew. The Captain of Police and Sergeant in command, in the absence of the Captain, are authorized to order and direct the Sailing Master, or, in his absence, the Pilot, as to the time, route and designation of all movements of the Steamer, and the management of all launches and row-boats, and in case of fire (so far as operating with the fire-pumps, hose and pipe are concerned) shall have command of the Steamer's crew and Police Force. He shall at all times cause the several members of the Police Force to perform their respective duties and see that the Steamer is kept scrupulously clean and in order.

e. There shall be two messes, one, composed of the Captain, Sergeants, Sailing Master, Pilot and Engineers, to be called

the "Officers' Mess," the other, composed of all other members of the Steamer's crew and Police Force, to be called the "Force Mess." Each mess to be managed by the Captain and to be served by the Cook and Steward.

f. The fuel, oil, waste and all supplies for cleaning or for the use of the steamer and crew shall be ordered by the Police Captain on the requisition of the Sailing Master and Chief Engineer, and subject to the rules applicable to supplies and requisitions.

g. The launches and row-boats attached to the Forty-second Precinct and assigned to duty in the harbor shall be painted a good serviceable color, to be designated by the Police Captain in command and approved by the Chief.

A round medallion with the monogram "P. D." (Police Department) shall be placed on either bow on the outside, but there shall not be any name or other distinctive mark on said launches or row-boats. None of the launches or row-boats, under any pretense whatever, shall be used or employed for any purpose except in the business of the Police Department, either by the crew, members of the Police Force, nor by any other person or persons.

When a boat shall bring prisoners ashore, it shall be the duty of one or more of the Crew to transfer them, when necessary, to the Patrolman on land, who shall convey the prisoners to the nearest Station-house.

h. The officer in charge of a launch or row-boat will have charge of the crew of the same and will be responsible for the movements and the cleanly condition of the boat. He will designate all routes and changes in the same, subject to the orders of the commanding officer.

i. The Pilot is charged with the duty of navigating the launch, and while absent from the dock must not be interfered with in the performance of his duty.

j. He will see that all lights are in place and burning during the night, and that the steering apparatus is in proper condition. He shall be accountable for all accidents occurring while under way.

k. The Engineer will see that the engine of the launch is kept clean and in good order, and that the cockpit is kept clean and free from water. If any defect in machinery or steering gear is discovered at any time while under way, the launch shall be returned to the Station at once. If entirely disabled, the officer in charge shall notify the Station by telephone, stating location of launch and nature of disability.

Positively no attempt must be made to repair any defect of the machinery until the launch is returned to the Station, where repairs will be made. All accidents or injuries, whether to or by any launch, shall be reported, in writing, in full detail and without delay, by the officer in charge.

l. The officers of launches will be held responsible for all accidents, whether through mismanagement, by negligence or otherwise, and for this reason they are required to be specially vigilant and painstaking in the navigation of their boats.

m. No launch shall be permitted to leave the Station without complete inspection as to supplies and condition of the boat; nor shall a start be made until there is sufficient pressure of power to secure safe management.

n. Launches not attached to the Forty-second Precinct shall be under the jurisdiction and control of the commanding officer of the Precinct where the same are assigned; but these rules relative to care and management shall apply to such assigned launches.

MOUNTED MEN, HOSTLERS, ETC.

RULE 16.

a. Patrolmen doing duty mounted on horses will be required to perform patrol duty on foot when their horses shall be disabled or unfit for duty. Each Patrolman must take the entire care of, and will be held responsible for the condition and safe-keeping of the horse and equipments assigned to his use. Mounted Patrolmen will not be required to do regular patrol duty on their posts between the hours of 6 and 8 o'clock A. M., except when directed by the Chief of Police.

b. In rural districts, on long posts distant from the Station-house, the relieving points should be arranged to save unnecessary travel in reaching the posts of duty.

c. Mounted men in going to and from their posts will proceed at a moderate trotting pace, not to exceed the rate of 6 miles an hour. In patrolling their posts they are to proceed at a fast walking pace. They are required to teach their horses to walk at a rapid pace, and under no circumstances are they allowed to ride at a canter or running pace, except in cases where the rapid movement is required in the performance of police duty.

d. When any horse shall become so sick or lame as to be unfit for service, the Captain shall report the facts forthwith,

in writing, through the Inspector and Chief of Police, to the Veterinary Surgeon designated by the Police Board, describing the condition of the horse.

e. Mounted Patrolmen, at the expiration of each tour of duty, will clean the soles of their horses' hoofs with a hoof pick, and during the summer months wash down their horses' backs, drying them as well as possible with a sponge.

They will, during their day tours of reserve duty, groom their horses, wash the soles as well as the outside of their horses' hoofs, and thoroughly dry their horses' legs, especially the hollow of the pastern.

They will, on their days off, stuff their horses' hoofs, being careful to see that the soles are thoroughly clean before stuffing.

They must immediately report to the commanding officer at the Station-house loose or cast shoes, any soreness, lameness or injury.

They must not use any water on the legs of their horses from December 1 to May 1.

They will, when their horses are sick or rendered unfit for work, place them in charge of the hostlers, who will become responsible for the horses until returned to work; the Patrolman will take entire charge of the horse temporarily assigned to him.

Hostlers will at all times work in harmony with each other, and will be held responsible for the appearance and cleanliness of the stable, wagons, harness, equipments and horses placed in their charge.

They will wash the wagons, clean the harness, etc., immediately after they have been used, and put nothing away in a soiled condition.

The hostler on night duty will keep a strict watch of the stable; he will clean such articles as could not be cleaned by the hostler on duty during the daytime, and in case of sickness or injury to any of the horses, he will immediately report such facts to the officer in command at the Station-house.

f. Inspecting Officers will see that the foregoing rules are strictly complied with, and will prefer charges against any member of the Police Force, or employe, who neglects the same.

g. Commanding Officers of Precincts and Squads to which horses are attached shall keep a book of accounts for supplies furnished for stables and horses, and a book of disabled horses in form supplied by the Stationary Clerk.

A duly qualified officer shall be placed in general charge of the horses of the Department. It shall be the duty of said officer to frequently inspect the horses, report their condition and to make special report of each and every failure of members of the force, or other employes, to properly care for and treat the horses in their charge.

SPECIAL PATROLMEN.

RULE 17.

a. Every Special Patrolman appointed by the Police Board under authority of law, shall possess all the powers and privileges of Patrolmen in the Police Force, so far as the laws relative to arrests are concerned.

b. The form of shield (as per sample in the Treasurer's Office) shall be designated as the shield for Special Patrolmen, and such officers, when appointed and sworn shall, on signing an agreement, in writing, releasing and waiving all claims whatever against the Police Board and the Mayor, Aldermen and Commonalty of the City of New York for pay, salary or compensation for their services and for all expenses connected therewith, be furnished by the Treasurer with such shields, numbered and duly recorded in a book to be kept for that purpose.

c. Such Special Patrolmen, when sworn, shall be referred to the Chief of Police for orders, and for such special instructions as may be required.

d. Persons arrested by Special Patrolmen shall be taken to the Station-house of the Precinct in which the officer making the arrest is located, and entry made in the "Blotter" in the same manner as in all cases of arrest. Special mention shall be made of the place where the officer making the arrest is performing duty.

The arrest shall not be entered on the morning returns with the prisoners arrested by the regular force, but a separate return of such arrest shall be made on a morning return blank, to be marked "Special," and sent to the Central Office with the other returns.

e. Special Patrolmen shall report at the office of the Chief of Police, unless otherwise ordered by the Police Board, between the first and fifth days of each month, where a book will be kept in which they shall enter their name, number of

shield and place where employed. Said Special Patrolman shall, at the same time, present a certificate from the person or corporation by whom he is employed to the effect that such employment is continued.

f. Every person or corporation having in their service a Special Patrolman appointed by the Police Board, shall file with the Chief of Police, not later than the second day of each month, a certificate showing that the Special Patrolman in his or its service has been paid his salary or compensation in advance for the current month, and said certificate shall be countersigned by the Special Patrolman referred to, to the effect that he has been paid, as indicated in the body of the certificate.

g. In all cases where a Special Patrolman has been discharged or removed, the Chief of Police shall require the return of his shield, and make report thereof to the Board of Police.

PARK FORCE.

RULE 18.

a. The Captain or Sergeants in command of the Twenty-seventh and Seventy-third Precincts may deliver to owners all horses, wagons and such like property that may come under their charge through accident or otherwise, upon being satisfied as to the proper ownership. All horses not claimed within twenty-four hours shall be taken to the public pound and report made to the Property Clerk.

When it becomes the duty of an officer or Policeman of said Twenty-seventh or Seventy-third Precinct to care for a horse or a carriage by reason of an accident or other causes, instead of leaving his post for that purpose he shall call upon the laborers of the force nearest at hand to remove such horse or carriage to the stables; if there are no laborers on duty at the time, he shall then remove the property to the stables himself and report the facts as soon as possible to the officer on duty at the Police Station-house, but in no case is he to leave the Precinct for the purpose of taking any horse or carriage to a livery or private stable.

All animals found straying or trespassing in said Precincts shall be taken to the public pound and a report of the same made to the Property Clerk of the Department.

b. Patrolmen in said Precincts will constantly patrol their posts, and will be particular in preventing fast and reckless

driving, in preventing runaways and stopping runaway horses. They shall not enter into idle conversation with each other or with visitors while on duty.

c. Policemen doing duty where a telephone station is located will be charged with the custody of the key of such telephone box. He will be required to leave it with his relief.

It will be considered a sufficient ground for a charge of neglect of duty for a Policeman to go on duty without his key or to leave duty without surrendering it, or to lose it.

d. Policemen in said Precincts having occasion to call for an ambulance during the hours when the park ambulance is not in service, will immediately communicate with the Station-house and call for an ambulance from the nearest hospital.

e. Policemen in said Precincts on whose posts watch-boxes are placed, may enter the boxes and remain standing in them in a position suitable for observation in stormy or very inclement weather, when few visitors are passing.

They may shift and deposit extra clothing in the watch-boxes as required by changes of weather. They may also enter and sit down in them for a space of not more than fifteen minutes, while eating a luncheon, once during each tour of duty as directed by the commanding officer.

They are forbidden to enter the watch-boxes for rest or shelter except as above authorized.

They are forbidden, when in the watch-boxes, to sit or lounge; nor shall they at any time allow any person whatsoever to enter the watch-boxes or make use of them for any purpose.

PAY-ROLLS AND BILLS.

RULE 19.

a. Pay-rolls of the force and employees shall be made complete in duplicate, upon blanks furnished at the Central Department.

b. The Chief Clerk shall cause the pay-rolls to be examined, audited, verified and certified, as follows :

The correctness of the names and the number of names on the roll shall be verified from the force books and certified by the clerk who keeps those books.

The correctness of the time of service credited to each person, and for which he is entitled to pay, shall be verified by

comparison with the time-books and certified by the clerk who keeps those books.

The extensions and footings shall be examined and corrected by at least two clerks, and certified by them. The footings shall be verified by the Treasurer's Bookkeeper. The pay-rolls thus audited and verified shall be certified by the Chief Clerk and presented to the Treasurer.

c. All payments of pay-rolls or other claims will be made in pursuance of the orders of the Police Board and by checks upon duplicate vouchers, one copy to be filed in the office of the Treasurer and one copy transmitted to the Finance Department.

d. Commanding officers of the Detective Bureau, Court Squads and the several special squads, including all the various squads and organizations of this Department, except the Precincts, will complete, assign and submit to the Time Clerk in the Chief Clerk's Office, pursuant to this rule, the pay-rolls of their respective commands at 2 o'clock P. M. on the day next previous to the regular pay-day of this Department. Pay-rolls will be completed up to 12 o'clock noon of the day upon which they are submitted.

Commanding officers will also report, in writing, to the Time Clerk at 9 o'clock A. M. on the morning of the regular pay-day, whether or not there have been any changes or alterations in their commands between 12 o'clock noon, the day of the completion of their pay-roll, and 6 o'clock A. M. on the morning of the regular pay-day. If any change in their commands necessitates a change or alteration in their pay-roll, they will report that fact in detail to the Time Clerk.

Commanding Officers of Precincts will complete, sign and submit to the Time Clerk the pay-rolls of their respective commands, pursuant to this rule, at or before 9 o'clock A. M. on the morning of the regular pay-day. Pay-rolls will be completed up to 6 o'clock A. M. on the morning of pay-day.

Pay-rolls, when completed as herein described, may be delivered to the Time Clerk by commanding officers in person, or they may be sent to his office by the officer detailed to make out and having charge of the pay-rolls.

Officers delivering pay-rolls will remain at the Central Department as long as their services may be required in connection therewith, after which they will return to their respective commands.

Inspectors, Captains and Acting-Captains who are under bond will report to the Treasurer in person at 1 o'clock P. M. on

each regular pay-day to receive the pay checks of their respective commands.

f. Bills for Police expenditure shall be presented to the Auditor in duplicate on forms as provided by the Department, and shall show upon their face the particular fund to which the claim is chargeable. Such bills shall be certified as follows :

FIRST—The Order Clerk shall certify that the items charged for in the bill were applied for by Requisition No....., made by ....., and dated .....; and that the items charged for in the bill were called for by such requisition.

SECOND—The officer who receives the articles shall certify that all of the articles specified were actually received, with the date.

THIRD—Such bills shall be verified by the oath of the persons furnishing the articles or performing the work in the form as prescribed.

FOURTH—The bill being so certified shall be referred to the Auditor.

FIFTH—The Auditor shall carefully audit and examine each bill, and require a certificate to be attached thereto showing that there is sufficient funds to the credit of the account to meet the payment of the bill, and shall, when the articles have been purchased in open market, or where the work is done without contract, certify as to the fair market value of the articles or of the work done, and, for this purpose, every officer and employe in the Department shall render the Auditor every assistance for the purpose of properly auditing the claim.

When goods are purchased or work done by contract, awarded by resolution of the Police Board, the certificate of audit shall state such facts and the date of such resolution and contract.

The Auditor shall, at least each sixty days, examine the stock on hand in the Department, and shall keep such books of account and require the making of such reports as will enable him to show the actual supplies of all kinds of work.

The Auditor shall keep such books as may be necessary to assure the keeping of a perfect account of all the supplies purchased by the Department, and the distribution of the same, and shall report monthly to the Police Board thereon.

Claims presented to the Department shall be numbered according to the date of their receipt, and shall, with the least possible delay, be audited according to their order of presentation.

The Auditor shall be subject to the directions of the President of the Police Board.

No bill or claim shall be paid by the Treasurer until the same has been ordered paid by resolution adopted by the Police Board. The Clerk shall certify on each bill that the same has been ordered paid, with the date.

SUPPLIES AND REQUISITIONS.

RULE 20.

Requisitions for supplies of all kinds or for repairs to be furnished or done in any Precinct shall be made by the commanding officer of the Precinct or head of Bureau or District, and shall be made in duplicate only. They will clearly state the quantity and description of supplies required, or of the nature of the repairs needed. Such requisitions shall be addressed to the Police Board and filed with the Chief Clerk.

The Chief Clerk shall at once, on the receipt of the requisition, cause the original to be delivered to the Sergeant assigned to the Committee on Repairs and Supplies. A duplicate to be filed with the Auditor.

The Sergeant shall certify upon said requisition whether the articles called for are in stock. If so, he shall present such requisition to the Chairman of the Committee on Repairs and Supplies, and if the same is allowed by two members of such Committee the requisition shall be delivered to the Order Clerk, who shall make an order on the Clerk or Officer having charge of the Bureau of Supplies for the articles specified in the requisition and deliver such order and requisition to said clerk. On receipt of the requisition and order the Clerk or Officer having charge of the Bureau of Supplies shall forthwith, from the stock on hand, fill said order, taking a receipt on same for the articles delivered, and shall certify on the requisition that the articles specified therein have been delivered, with the date of delivery. Said requisition shall then be filed with the Auditor.

If the goods called for by the requisition are not in stock the Sergeant shall so certify and deliver such requisition to the Chairman of the Committee on Repairs and Supplies; and such Committee, by the signature of at least two members, may authorize the purchase of the articles specified, in the open market, provided the estimated cost thereof shall not

exceed $100. If it shall exceed such amount, then said Committee shall direct estimates to be procured from at least two reputable dealers, and upon the receipt of such estimates may award the contract to the lowest bidder, provided the cost thereof shall not exceed $200.

When the Committee authorizes a purchase it shall designate the person or persons from whom the goods shall be bought. The requisition shall thereupon be delivered to the Order Clerk, who shall make and deliver the necessary order, which shall be countersigned by at least one member of the Committee on Repairs and Supplies.

No purchase shall be made by the Committee on Repairs and Supplies exceeding in amount $200 without the authorization of the Police Board by resolution adopted at its meeting.

The Order Clerk shall keep a book, to be known as the "Order Book," which shall be made in such form as may be prescribed, and it shall contain an original and duplicate order and numbered consecutively, the numbers being printed on each order and duplicate. The original order shall have printed thereon a notice requiring the person or persons furnishing the goods to return said order with duplicate invoices for the articles ordered, and such invoices and order must be furnished at the time of the delivery of the goods, otherwise the goods must not be received. The said invoices and order shall be forthwith sent by the person receiving it to the Auditor at Headquarters.

The requisitions, when received by the Order Clerk, shall be consecutively numbered in the order received, and the number of the requisition shall be entered on the order issued. The requisition shall be by the Order Clerk attached to the bills when presented, and shall be filed with such bills when paid.

Where the requisition calls for repairs or new work, the Committee on Repairs and Supplies shall, when the estimated cost of the same does not exceed one hundred dollars, cause estimates to be obtained from at least two reputable and responsible dealers, and shall award the doing of the work to the lowest bidder, when the amount is not more than $200. When it exceeds that sum the Committee shall report the estimates to the Police Board for such action as it may deem best.

No officer or employe of the Police Department shall incur any expense or agree to any obligation for the payment of money by the Department without first obtaining the authority

of the Police Board, except as provided by the foregoing rules, and provided further that, in cases of emergency, such as breaks occurring in plumbing in the buildings under the jurisdiction of the Department, slight repairs may be made by the order of the officer in charge, provided, also, that the expenses for the execution of criminal process and expenses in the detection of crime, when it is impossible to obtain in advance the necessary authority, may be incurred. Bills for all such claims must be submitted to the Board at the end of each month, and the reasonableness and necessity for the expenses must be certified and approved by the commanding officer ordering or authorizing the expenditure.

Officers or employes of this Department must in no case purchase any article or order any work done without first receiving authority so to do, as provided by these rules, and the requisition for supplies or for work done shall have printed thereon a notice to this effect; and a violation of this rule shall be sufficient cause for the dismissal from the force or Department of any officer or employe.

BONDS.

RULE 21.

Every person appointed to the office of Chief of Police, Deputy Chief of Police, Inspector or Captain in the Police Force of the City of New York shall, as soon thereafter as possible, give to the Police Board security by bond in the penal sum of twenty thousand dollars ($20,000) for Chief of Police and Deputy Chief of Police; fifteen thousand dollars ($15,000) for Inspector, and ten thousand dollars ($10,000) for Captain; and every person appointed to the office of Property Clerk in the Police Department shall give to the said Board security by bond in the penal sum of twenty-five thousand dollars ($25,000), and an Assistant Property Clerk shall give a similar bond in the penal sum of ten thousand dollars ($10,000) for the faithful performance of the duties of their respective offices, and that they will severally, well and truly account for and pay over and deliver to the persons and officers entitled to the same all money and property which shall come into their possession in the discharge of their official duties, as provided in the orders, rules and regulations of the service. Such security shall be by bond to the Police Board of the Police Department of the

City of New York, to be executed by the person so appointed to such office, and two persons as sureties. The sureties to be residents of the State and freeholders in the City of New York, and to justify by affidavit to the satisfaction of the Treasurer of Police. Such bond and affidavit shall be renewed from time to time, as may be required by the Police Board, and to be in form approved by said Board.

Acting-Captains of Police shall give bonds when and in such sum as the Police Board may from time to time direct.

REWARDS, TESTIMONIALS AND POLITICAL CONTRIBUTIONS.

RULE 22.

a. "No member of the Police Force or employee of the Police Department shall, under any pretense whatsoever, share in, for his own benefit, any present, fee, gift or emolument for police services, or for services of the Police Department or any member thereof, additional to his regular salary, pay or compensation. The Police Board, for meritorious and extraordinary services rendered by any member of the Police Force in due discharge of his duty may permit such member of the Police Force to retain for his own benefit any reward or present or some part thereof tendered him therefor; and it shall be cause for removal from the Police Force for any member thereof to receive any such reward or present without notice thereof to the Police Board. Upon receiving said notice, the Police Board may either order the said member to retain the same or shall dispose of it for the benefit of the Police Pension Fund. No person in the Police Force shall be permitted to contribute any moneys, directly or indirectly, to any political fund, or to join or be or become a member of any political club or association, or any club or association intended to affect legislation for or on behalf of the Police Department or any member thereof, or to contribute any funds for such purpose." (Sec. 306, Charter.)

b. If the reward or present be a sum of money, the Treasurer shall deduct therefrom as the Police Board may direct, for the benefit of the Police Pension Fund, ten per cent. on all sums—paying the balance, on proper vouchers, to whom it is intended.

c. In each and every case application must be made to the Board, in writing, accompanied by the proposed reward, present or testimonial, for permission to receive the same; and it will be granted or not, as the Police Board may deem advisable.

d. Applications for permission to receive testimonials voted or donated to members of the force at fairs, receptions, balls, picnics or by any other method, may be denied.

e. Members of the force or Department will not, without permission of the Board, be allowed to make presents to or bestow testimonials upon other members of the force or Department, nor will they be allowed to collect money or receive anything else from citizens or others for any such purpose, or circulate subscription papers, sell tickets or collect money from citizens for charitable or other purposes without leave of the Board.

f. No member of the force shall accept from any person, while such person is in his custody, or after such person shall have been discharged, or from any one of his friends, any gratuity, reward or gift, directly or indirectly; nor receive from any person (without the permission of the Police Board) compensation for damages sustained in the discharge of his duty.

SICK TIME.

RULE 23.

Deductions of one-half the amount will be made from the compensation of members of the force for lost time by absence for any cause, with leave (except when otherwise ordered), lost or sick time, sickness or other disability, physical or mental.

For absence without leave full pay will be deducted.

Full pay may be allowed for lost time by sickness or injuries only by the Police Board, after written application therefor, and all such applications by members of the force shall be made in the form of an affidavit stating cause, date and duration of disability, and all particulars in each case. Such application must be accompanied by a certificate of the Surgeon of the District and a report of the commanding officer of the Precinct or Squad to which the applicant is attached.

LEAVES OF ABSENCE AND RESIGNATIONS.

RULE 24.

a. No member of the Police Force shall leave the City of New York or be absent from duty, except as provided in the rules and regulations of the Department.

b. All applications for leaves of absence for a period not exceeding five days shall be made through the Captains or commanding officers of Precincts or Squads to the Chief of Police; and all applications for leaves of absence for any period exceeding five days shall be made to the Police Board, through the Captains or commanding officers of Precincts or Squads and the Deputy Chiefs and Chief of Police, who shall forward such applications to the Police Board with his and their approval or disapproval indorsed thereon.

In every application for leave of absence there shall be set forth the object and purpose of such absence, the date of the commencement of the leave and the circumstances requiring the leave asked for.

c. Applicants for leave of absence to attend funerals shall state explicitly the relationship existing between the deceased person and the applicant, where the funeral is to take place and also the time and place of interment.

d. The Chief of Police, Deputy Chiefs and Commanders of Districts, Precincts and Squads may authorize any member of their respective commands to leave the limits of the City of New York during a day or night off duty, provided the exigencies of the service may permit. A record of every such absence shall be made in the blotter of the command to which the member thus excused belongs.

e. When an officer is absent without leave for a period of five days, his commanding officer is directed to report the fact to the Chief, and thereupon, unless good reasons to the contrary exist, the Chief shall suspend the officer without pay and report the fact to the Board; charges shall be made at once.

f. Captains and Commanding Officers of Precincts shall grant each Roundsman and Patrolman of their respective commands a night off duty: Roundsmen once in each sixteen days and Patrolmen once in each twenty days, provided the exigencies of the service will permit. In cases of Roundsmen, the night off shall be arranged so that one only shall be permitted the privilege at the same time.

g. "No member of the Police Force, under penalty of forfeiting the salary or pay which may be due him, shall withdraw or resign, except by permission of the Police Board. Absence without leave of any member of the Police Force for five consecutive days shall be deemed and held to be a resignation, and the member so absent shall, at the expiration of said period, cease to be a member of the Police Force, and be dismissed therefrom without notice. No leave of absence exceeding twenty days in any one year shall hereafter be granted or allowed to any member of the Police Force, except upon the condition that such member shall waive and release not less than one-half of all salary, pay or compensation and claim thereto, or any part thereof, during said absence." (Sec. 303, Charter.)

GRADES.

RULE 25.

Patrolmen who have been fined five or more days' pay within six months, or ten or more days' pay within one year, of the date of their claim to advancement to the different grades, shall be declared by the Chief of Police as unworthy of advancement, and their application shall be rejected by the Police Board.

When a Patrolman of any grade other than the first shall have completed the legal term of service in either of said grades, the commanding officer of the Precinct or Squad to which he is attached shall forward to the Inspector of the District a report setting forth the fact of such service, and the conduct and efficiency of such Patrolman, together with the dates of appointment and advancement (if any) and the Precincts in which he has served. The Inspector shall forward such report, with his indorsement thereon, to the Chief of Police, and by him to the Board, with his recommendation and the record of the Patrolman attached.

In making up the record of a Patrolman, on application for advancement to Grade, charges pending shall be considered as of effect to prevent the advancement, and the application shall not be granted until all pending charges are disposed of. Advancement to grade shall take effect from the date when the term of service in the next lower grade has expired; and in cases where advancement is denied by reason of fines, under this rule, the date of such advancement shall be as from the

date of six months or a year (as the case may be) from the date of filing the charge in such cases.

TRANSFERS AND DETAILS.

RULE 26.

a. When a member of the force is transferred from one Precinct or Squad to another, the Captain or officer in command shall furnish him with a certificate, directed to the officer commanding the Precinct to which he is transferred, setting forth:

1st. The grade of the officer and date of appointment.

2d. The time he has served in said grade.

3d. The time he has lost by absence.

4th. The time he has lost by sickness.

5th. The time he has lost by fines during the then current month, and whether said officer has been directed to procure a new uniform, or any part thereof, and if so, make report to the Inspector of the District to which he is transferred.

b. The Captain of the Precinct or Squad from which a Patrolman of any Grade less than first shall be transferred shall forward with the transfer papers provided in these rules a certificate of the conduct and efficiency of the Patrolman to the Captain of the Precinct to which he is transferred. And in cases of more than one transfer of an officer, such reports or copies thereof shall be forwarded to each succeeding Precinct.

c. The Captain or officer to whose command he is transferred on receiving such certificate, shall enter the time, so certified, on the Blotter, and shall, in accordance with such certificate, place the transferred officer on the pay-roll for the month, as though he had been a member of his command for the whole of said month.

d. Applications for transfer, assignment to duty and detailment shall be transmitted through the Inspector of the District to which the applicant belongs, and to the Deputy Chief and Chief of Police, in writing, setting forth the reasons therefor.

e. Such applications, when made by Captains or officers in charge of Squads, shall be transmitted through the Inspector of the District to which he belongs to the Chief of Police. Applications made by members of the force below rank of Captain shall be transmitted by the Captain or officer in charge, through the Inspector of the District, to the Chief of Police.

f. The Captains or officers in charge of Squads and Inspectors shall indorse on each application his opinion whether the same ought to be granted or not, with the reasons therefor.

g. The Chief of Police will not detail for light duty any Patrolmen who have not been on the Police Force for fifteen (15) years, until those who have been on the force twenty (20) years shall have been assigned to light duty; nor any who have not been on the force ten (10) years, until those who have served fifteen (15) years shall have been assigned to light duty proper for them.

APPOINTMENTS.

RULE 27.

a. No person will be appointed Patrolman of the Police Force unless—

1st. He is able to read and write the English language understandingly.

2d. He is a citizen of the United States, and has been so for one year next prior to his application for appointment.

3d. He has been a resident of this State during a term of one year next prior to his application for appointment.

4th. He has never been convicted of felony.

5th. He is at least five feet eight inches in height, measured in his bare feet, and weighs not less than one hundred and forty pounds, avoirdupois, without clothing, and his chest measurement shall be at least 34½ inches.

6th. He is less than thirty years of age.

7th. He is of good health, and sound in body and mind.

8th. He is of good moral character and habits.

b. Candidates for appointment as Doormen shall be between the ages of twenty-five and thirty-five years, and their physical qualifications shall be the same as required for Patrolmen.

c. Captains are required to give their personal attention and supervision to the orders for investigations into the character, habits and associates of applicants for appointment on the Police Force referred to them for report.

They shall satisfy themselves, affirmatively, as to the character, habits and associates of the applicant, and shall make no favorable report in relation to the applicant until they are reasonably assured that his character, habits and associates are good.

CHARGES, TRIALS AND JUDGMENTS.

RULE 28.

a. "Either of the police commissioners shall have power to issue subpœnas, attested in the name of the president of the police board, and to exact and compel obedience to any order, subpœna or mandate issued by them, and to that end may institute and prosecute any proceedings or action authorized by law in such cases. They or either of them may, in proper cases, issue subpœnas *duces tecum.* Said board may devise, make and issue process and forms of proceedings to carry into effect any powers or jurisdiction possessed by them. Each of the police commissioners, the chief of police, each deputy chief of police, the chief clerk and first deputy clerk of said police board or police department are hereby authorized and empowered to administer oaths and affirmations in the usual or appropriate forms to any person in any matter or proceeding authorized as aforesaid." * * * (Sec. 301, Charter.)

b. "The police board shall have power, in its discretion, on conviction by it or by any court or officer of competent jurisdiction, of a member of the force of any criminal offense, or neglect of duty, violation of rules or neglect or disobedience of orders, or absence without leave, or any conduct injurious to the public peace or welfare, or immoral conduct, or conduct unbecoming an officer, or any breach of discipline, to punish the offending party by reprimand, forfeiting and withholding pay for a specified time, suspension without pay during such suspension, or by dismissal from the force; but no more than thirty days' pay or salary shall be forfeited or deducted for any offense. All such forfeitures shall be paid forthwith to the treasurer of the department to the account of the police pension fund. The police board is also authorized and empowered, in its discretion, to deduct and withhold pay, salary or compensation from any member or members of the police force for or on account of absence for any cause without leave, lost time, sickness or other disability, physical or mental; provided, however, that the pay, salary or compensation so deducted and withheld shall not, except in case of absence without leave, exceed one-half thereof for the period of such absence, any act or law to the contrary notwithstanding; and said police board is authorized and empowered from time to time to make and prescribe rules and regulations to carry into effect and enforce the provisions of this section. No action, suit or proceeding, either at law or in equity, shall be com-

menced or maintained against the police department, or any member thereof, or against the police board, police commissioners, or either of them, or against the City of New York, by any member or officer or former member or officer of or belonging to the police force or department of said city to recover or compel the payment of any salary, pay, money or compensation for or on account of any service or duty, or to recover any salary, compensation or moneys, or any part thereof, forfeited, deducted or withheld for any cause, or to restore or reinstate to the police force or department any member or officer thereof, unless such action, suit or proceeding shall be commenced within two years after the cause of action shall have accrued; provided that causes of action or proceedings which shall have heretofore accrued may be begun or brought within six years after the same shall have accrued and within two years after the passage of this act; but nothing in this section contained shall be construed or held to extend the time in which causes of action or proceedings which shall have heretofore accrued must be brought." (Sec. 302, Charter).

c. Charges preferred against any member of the Police Force must be in writing and verified by the oath of the complainant, except charges by a Commissioner, the Chief of Police, subordinate officers or Chief Clerk, who may make charges, in writing, without cath.

d. Cases punishable by fine may be fully and finally disposed of by one Commissioner. Any member of the force who may become insane or of unsound mind, so as to be unable or unfit to perform police service or duty, may be removed and dismissed from the Police Force by the Board.

e. Charges by Sergeants and Roundsmen against members of the force shall be in writing, signed by the officer making the same, and delivered to the officer in command at the Station-house, who shall cause the same to be entered in the Blotter, and file the original charge so made. Captains shall promptly transmit to the Chief of Police a transcript of each of said charges.

f. When, in the judgment of the commanding officer of a Precinct or Squad, a complaint of a trivial nature is made, under the rules of the Department, against any member of the force of his command, he shall attach to the complaint a brief statement of the facts and his recommendation thereon, and forward the same to the Chief of Police, who shall transmit it to the Chairman of the Committee on Rules and Discipline.

g. When written charges are preferred against any member of

the Police Force, they shall be filed with the Chief Clerk; whereupon specifications of the charges, with a notice of the time and place of trial, shall be served upon the party charged two days before the day of trial, the day of such service being counted as one of the two days; any member may admit the same, in writing, on a copy of the papers served, but no statement in explanation or mitigation of punishment shall be made on the papers; but shorter notice, which will furnish to the accused an opportunity to attend the trial, at the time specified in such notice, shall be sufficient to authorize the taking of the testimony of any witness, who, by reason of residing out of the State, of being remote from the place of trial, or by reason of sickness or other pressing cause, cannot attend at a later day, without great personal detriment or inconvenience.

The service to be made—

1st. By delivering the papers to him personally; or

2d. By leaving the same at his place of residence, with some person of an age of discretion; or

3d. If his place of residence cannot be found, then by posting the same in a conspicuous place, in the Station-house of the Precinct or Squad to which he is attached.

Charges may be voted frivolous, and dismissed by the Board without evidence or trial.

All complaints against members of the force made at the Station-house (by members of the force) must be entered in the Blotter at the time each complaint is made. Captains and Sergeants in command of Precincts and Squads are required, within twenty-four hours after complaint is made, to make charges and specifications founded on such complaint. Roundsmen are required to give notice, in writing, of each and every complaint made by them against a member of the force, stating the charge, the name and Precinct of the officer against whom the complaint is made, and the date when the charge was made. All charges and specifications to be immediately transmitted to the Chief of Police.

h. When complaint shall be made by any reputable person or authority imputing to any member of the force conduct or acts calling for discipline or punishment, it shall be the duty of the Chief or Deputy Chiefs of Police, Inspectors, Captains or other officers in command of such members of the force, to enter the same on the Blotter and to request the person or authority making the complaint to appear at the office of the Inspector of the District for investigation, and verify the same by affidavit.

If, upon such investigation, such Inspector finds good ground for complaint, he shall take affidavit and it shall be the duty of the Chief Clerk to cause charges and specifications to be framed, signed and filed in conformity with the rules and regulations of the Department.

i. Captains in command of Precincts and officers in command of Squads, when preferring charges against members of the force, shall sign duplicates of the charges and specifications and forward one, under the rule, to the Chief of Police, and one in a separate envelope, sealed, directly to the Chief Clerk, to be by him placed on file.

j. The record and certificates of all judgments rendered by the Board in relation to members of the force, shall be authenticated by the signature of the Chief Clerk or First Deputy Clerk.

k. Judgments of the Board will be in writing, duly entered in the records of the Department, and a notice thereof read to the force of the Precinct to which the member belongs.

l. Trials of members of the force will be held at such times and places as shall be ordered by the Board. All complaints will be referred to the Chairman of the Committee on Rules and Discipline for approval before being tried by the Board.

m. Such testimony as shall be offered for and against the accused shall be taken on oath, except in cases where the accused admits his guilt, and the substance thereof reduced to writing by the Stenographer, under direction of the Commissioner or Commissioners hearing the case.

n. Captains shall make charges against any Patrolman under their command who shall, through neglect of duty, fail to discover a homicide, burglary, or serious breach of the peace committed on his post, during his tour of duty, or who shall neglect to take proper measures to arrest any party guilty of such offenses, or who, while on duty, shall draw his pistol on a citizen or use his club except in self-defense.

o. Charges against members of the force, on complaints involving inquiry into immoral, obscene, disgraceful or disgusting acts, may be tried by the Commissioners, in private.

p. When any member of the force is charged with contracting a debt incurred subsequent to his appointment on the force, and a transcript of judgment filed, it shall be the duty of the Chief Clerk to take the affidavit of the complainant setting forth the facts; the Chief of Police shall thereupon prefer charges against the officer so complained of.

q. It is obligatory upon all superior officers of the Police

Force to report all violations of the rules and regulations by members of the force under their command and immediately prefer charges for such violations to the Police Board, through the Chief of Police; any failure so to do will be treated as neglect of duty.

BLOTTERS AND BOOKS AT STATION-HOUSES.

RULE 29.

Each Captain shall keep in his Police Station-house a book to be called a "Blotter," in which shall be entered daily, as the events in their order occur, the time that the Captain and each of the Sergeants are on duty in the Station-house, and the particular hours during which they were engaged in visiting the Patrolmen on their respective districts, posts or Stations. The entries on such books shall exhibit a faithful daily account of all the transactions and occurrences at the office, and of all matters of interest or importance to the Department, in or out of the office; and of all arrests, for any reason whatever; with the name, occupation and residence (if known) of all persons arrested; the time of such arrest; the offense for which they were arrested; the hour, place and manner in which the offense was committed; and any other particulars of importance concerning them; together with the names and residences of complainants and of witnesses, and the name or names of the members of the force by whom the arrests were made. The Blotter shall also exhibit an accurate and full account of all larcenies, burglaries and other offenses; money and other articles of value taken from prisoners; all stolen property recovered, enumerating the articles; all property, money or other valuable thing which may come into his possession; the name and residence (if known) of the person in whose possession it was found; the name of the person or officer by whom it was found, whether the same was stolen or otherwise; how such property was disposed of; such entry to be made at the time the property is received. In the absence, illness or other disability of the Captain, the Sergeant in command will see that all entries in the Blotter are properly made. The entire duty performed by each Platoon shall be entered separately in said book.

They shall enter in the Blotter the name and residence (if known) of the owner of any property stolen and in their possession; the estimated value of such stolen property, the names of

the Sergeant, Roundsman and Patrolman on the beat at the time the offense was committed; the name or names of the members of the force who recovered such stolen property; also all delinquencies and violations of the orders, rules and regulations of the service on the part of the force, or by any member or members thereof.

The following books are required to be faithfully and correctly kept in Station-houses :

1. Complaints—Charges and Specifications Book.
2. Complaints by Citizens.
3. Correspondence (Letters, etc.).
4. Dangerous Place Book.
5. Desk Blotter.
6. Electric-light Book.
7. Felony Book.
8. Force Book.
9. Gas Index Book.
10. General Permit Book.
11. General Order Book.
12. Gutter Bridge Book.
13. Liquor Tax Affidavit Book.
14. Liquor Tax Affidavit Receipt Book.
15. Liquor Tax License Book.
16. Lost Children Book.
17. Miscellaneous Book.
18. Night Medical Service Book.
19. Pawnshops, Second-hand Dealers, etc.
20. Permits from Department of Public Works.
21. Persons Applying for Lodgings Book.
22. Pistol Permit Book.
23. Prisoners' Meal Book.
24. Property Book.
25. Receipt Book.
26. Record of Arrest Book.
27. Residence of Officers of Other Precincts.
28. Robbery Book.
29. Rogues' Gallery Book.
30. Special Order Book.
31. Street-lamps Book.
32. Stock Book.
33. Sunken and Broken Pavement Book.
34. Supply Book.
35. Suspicious Persons and Places Book.
36. Telegraph Blotter.

37. Time Book.
38. Vacant Houses Book.
39. Violation Corporation Ordinance Book.

CLOTHING AND EQUIPMENT, PISTOLS, ETC.

RULE 30.

a. "The Bureau of Clothing and Equipment" shall be in charge of a clerk to be known as the Equipment Clerk, who, under the direction of the Chief Clerk, shall supply the members of the force with cloth and equipments as directed by the Police Board. He shall report to the Board on the first Monday of each month a detailed statement of the transactions of his Bureau. He shall also report any violation of the rules affecting his Bureau, either by members of the force or by tailors employed by them in making up cloth furnished by the Department for uniforms.

b. Each member of the force shall provide himself with a whistle of a kind to be determined by the Chief of Police, sample of which may be seen at the room of the Equipment Clerk.

c. All Patrolmen carrying a night baton will use the same when requiring assistance, as well as the whistle when necessary.

In cases of disorder, riots and other emergencies, the Chief of Police may, in his discretion, order the force to use the locust baton temporarily; and the day baton shall only be used for dress parades and drilling purposes.

The baton shall be carried at all times in a socket to be made for the purpose, attached to the belt, when worn, on the left side, and shall only be drawn therefrom when specially ordered or for use in urgent cases.

Patrolmen shall not swing or toy with their batons, but shall carry them as inconspicuously as possible.

d. Cloth for Police uniforms must be purchased at the "Bureau of Clothing and Equipment." No member of the force shall wear any uniform garments unless the same is stamped or marked by the shield number.

e. All members of the Department desiring Police clothing must procure their cloth at the office of the Bureau of Clothing and Equipment, personally or by their written order to the tailor, and have the quantity required for each suit (or gar-

ment or garments, in case less than a full suit is required) cut off separately. The sale to tailors or others of quantities for more than one suit, in one piece, will not be allowed, except upon the order of the Chief Clerk, in writing.

f. Cloth and all equipments shall be sold at the Bureau of Clothing and Equipment for account of the owners thereof, and paid for in cash on delivery. The Equipment Clerk shall deposit moneys received, keep account thereof and make reports under the direction of the Chief Clerk. The Equipment Clerk shall keep posted and displayed in the room where sales are made a card exhibiting in conspicuous figures the prices of the several articles kept on sale, and that sales are made for cash only. Each member of the force applying to make purchases must appear in uniform, except when making first purchases after his appointment.

g. Manuals, shields, fire keys, patrol-box keys and transportation certificates are the property of the Department, and each member leaving the force is required to deliver the same to his commanding officer, who shall return the same to the Chief Clerk.

h. In addition to the ordinary baton of a Patrolman, each member of the Police Force shall be armed, while on duty, with a revolving pistol, of pattern and calibre approved by the Board.

Pistols must be plainly stamped with a number corresponding to the shield number of each officer. They must be kept clean, in perfect repair, and at all times prepared for instant use. Commanding officers will cause frequent inspections to be made to see that officers are properly equipped according to these rules.

i. A school of instruction in pistol practice is established, under the following regulations :

The school shall be in charge of a Sergeant, with such assistants as may be directed.

Subject to the approval of the proper authorities, practice will be held at the range designated by the Board of Police, and at such days and hours as may from time to time be fixed.

The Chief of Police will detail in regular rotation " off Platoons " for this duty. Platoons will be formed in their respective Station-houses, and march to the Armory in command of a Roundsman, who will report his Platoon to the Sergeant in charge. Orders will be so given that the Platoons will report successively at 1, 2, 3 and 4 P. M.

One hour will be devoted to the instruction of each Platoon,

after which the Platoon will be re-formed, roll called and dismissed without returning to the Station-house.

j. Captains of Precincts will see that each member of the Platoon, on this duty, is provided with a revolver of the regulation pattern and calibre, in good order, and that it is taken to the Armory unloaded. Captains will also cause to be prepared a roll of the Platoon on duty. This roll will be delivered to the Roundsman in command, and by him delivered to the Sergeant in charge of the School of Instruction.

k. Roundsmen will be held strictly responsible for the conduct of the respective commands. Rules and regulations of the Department in regard to the conduct and discipline of the officers will be strictly enforced.

l. No pistols or other fire-arms shall be discharged within the premises of the Central Department. All loaded fire-arms coming into the possession of the Police Force shall, before delivery to the Property Clerk, be discharged without unnecessary delay at or near the respective Station-houses, unless the same shall be required for evidence, under direction of the commanding officer of the Precinct.

UNIFORMS AND INSIGNIA.

RULE 31.

a. Uniforms and parts of uniforms must be made in strict accord with regulations.

Each garment is required to be inspected by the Inspector of the District, as to its color, quality, manufacture and fitting, before it can be worn by a member of the force.

b. Members of the force are advised to employ a tailor accustomed to making first-class uniforms, as all and every part of the uniform not made in accordance with the regulations will be rejected.

c. The full-dress of the members of the Police Force shall be of blue cloth, indigo dyed and all wool, except as otherwise directed.

Uniform overcoat to be worn by Chief, Deputy Chiefs, Inspectors, Captains and Sergeants of Police—material of regulation Police coat-cloth, lined with light blue cloth or other suitable material.

Overcoat for Chief: A double-breasted frock coat, waist 1 inch below hip, skirt to extend 2 inches below the bend of the

knee; standing collar not less than 1 nor more than 2 inches in height; to hook at the bottom, with a gold star of five rays, known as "Navy Star" on each side of collar, 1¾ inches back from lower point of collar; 8 buttons on each breast to be 7 inches apart at top and 3½ inches at waist line; buttons to be set in pairs; two rows of gold braid, known as "Naval Lace" so placed on sleeves to form a pointed cuff 6½ inches at the point and 4 inches at the narrowest part; 3 small buttons on sleeve, set at equal distance apart; loops for shield over left breast; skirts to be cut without wheel piece; collar of coat to be cut in one piece, without seam in back.

Overcoat for Deputy Chief: Same as for Chief, excepting that there will be a gold eagle on each side of collar; and excepting that there shall be 9 buttons on each breast, 2 rows of gold lace on cuff; 1 row of ½-inch, and 1 row of ¼-inch.

Overcoat for Inspectors: Same as for Chief, except that there will be a gold oak leaf known as "Navy Style" on each side of collar, and excepting that there shall be 9 buttons on each breast, 1 row of ½-inch gold braid on each cuff.

Overcoat for Captains: A double-breasted frock coat, waist 1 inch below hip; skirt to extend 2 inches below the bend of the knee; standing collar not less than 1 nor more than 2 inches in height, to hook at the bottom; 1¼ inches of lustrous mohair braid on collar; 2 bars of raised gold bullion 1 inch long and ⅜ inch wide, embroidered on braid of collar, placed 1¾ inches from lower point of collar; 8 buttons on each breast, to be 7 inches apart at top and 3½ inches at waist line; 6 buttons on back of coat set on side edge 14 inches long; lustrous mohair braid 1¼ inches wide, so placed on cuff as to show midway between seams of sleeve 3 inches from bottom of cuff; bars on collar and cuff perpendicular; 3 buttons on sleeve placed at equal distances apart.

Overcoat for Sergeants: Same as for Captains excepting that there shall be one bar of raised gold bullion, 1 inch long and ⅜ of an inch wide; embroidered on braid of collar, placed 1¾ inches from lower point of collar, and also excepting that there shall be one bar of raised gold bullion 1 inch long and ⅜ of an inch wide, embroidered on braid known as lustrous mohair, 1¼ inches wide, so placed on cuff as to show midway between seams of sleeve, 3 inches from bottom of cuff. Bars on collar and cuffs to be perpendicular; 3 buttons on sleeve placed equal distances apart.

Dress-coat to be worn by Chief—A double-breasted frock coat; length of coat, 1 inch above the knee; two rows of buttons

on the breast, 8 in each row, placed by pairs, the distance between each row, 7½ inches at top and 4½ inches at bottom, measured from the centre of each button. Standing collar not less than 1 nor more than 2 inches in height, to hook at bottom. Two buttons at waist seam in back, and a double-pointed side edge with a button at each point, making 6 buttons at the back of coat; length of each side edge not less than 15 inches; edge of coat single stitched; two loops for shield on left breast; buttons on back of coat to be sunk and securely fastened with tins on the inside. A pointed velvet cuff 6⅝ inches high at point and balance to be 3¾ inches. Two rows of ½-inch gold lace, known as Navy lace, on each cuff, top row on edge of cuff and lower row ¼ inch below; 3 small buttons on cuff, spaced at equal distances; outside collar of velvet, and skirts to be cut whole and without wheel pieces. A gold star of five rays, known as "Navy Star," on each side of collar, 1¾ inches back from lower point of collar.

Dress-coat to be worn by Deputy Chiefs—Same as for Chief, except that there will be 9 buttons in each row on the breast placed at equal distances, one row of ¼-inch gold lace on top edge of cuff with one row of ½-inch gold lace, ¼ inch below; a gold eagle on each side of collar.

Dress-coat to be worn by Inspectors—Same as for Chief, except that there will be 9 buttons in each row on the breast, placed at equal distances, one row of ½-inch gold lace on top edge of cuff; a gold oak leaf, known as "Navy Style," on each side of collar.

Dress-coat to be worn by Captain—Same as for Chief, except that there will be 8 buttons in each row on the breast, placed at equal distances, and no velvet on sleeves; collar not less than 1¼ inches in height; braid 1¼ inches, of Lustrous Mohair braid on collar, and same braid, to form cuff, placed on sleeve 3 inches from the bottom; 3 buttons on cuff placed at equal distances, lower button 1½ inches from bottom of sleeve; two bars of raised gold bullion 1 inch long and ⅜ inch wide embroidered on braid on collar, placed 1¾ inches from lower point of collar; two bars of raised gold bullion 1 inch long and ⅜ inch wide embroidered on braid on the cuff, and so placed as to show midway between the seams; bars on collar and cuffs perpendicular.

Dress-coat to be worn by Sergeant—Same as for Captain, except that there shall be but one bar on each side of collar and on each cuff.

Undress coat for all officers above the rank of Roundsman—

Of regulation flannel, to button to neck. A double-breasted, straight front sack coat, cut to fit figure easily, with a standing collar not less than 1¼ inches nor more than 2 inches in height, with 5 buttons on each row on the breast, placed at equal distances, lower buttons about 10½ inches from bottom of coat. The distance between each row of buttons 7 inches at top and 5 inches at lower button, measured from centre of each button; buttons on cuff to be sunk; two loops for shield on left breast, collar and sleeve device same as on dress-coat for each grade. Trousers for all officers above the rank of Roundsman to be made with corded seams.

Caps for Chief, Deputy Chiefs, Inspectors, Captains and Sergeants shall be of blue cloth and regulation shape, with black enameled strap and straight black enameled visors. For the Chief, Deputy Chiefs and Inspectors the cap shall have a dark blue velvet band; for the Captains the band shall be of black mohair braid; and the cap for Sergeants shall have no band. The gold wreath in front of cap shall enclose the word "Chief" or otherwise, designating the title of the officer.

Overcoat for Patrolman—A double-breasted frock overcoat, to button to neck, with a turn-down collar; length of coat, 2 inches below the knee; 9 buttons on each side of breast, placed equal distances apart, lower button to be in waist seam; the distance between each row 7 inches at top and 3½ inches at bottom, measured from centre of each button, and in such manner as to form, when the coat is buttoned, a direct line from top to bottom; edge of coat double stitched ⅜ of an inch. Stitching ⅜ of an inch to form cuff, lower row of stitching 3¾ inches from bottom of sleeve; 2 buttons on each sleeve; 2 buttons at the waist seam in back and a pointed side edge of not less than 14 inches, with 1 button at each point, making 4 buttons at the back of coat; loops for shield; buttons on sleeves and back to be sunk and securely fastened with tins at the back; width of collar 2½ inches; collar of overcoat to be cut in one piece and without a seam in the back; skirts of coat to be without piecing. No wheel pieces.

Dress-coats for Patrolmen—Single-breasted frock, to button to neck, with a turn-down collar, coat to button with 9 buttons, the lower one to be in waist seam and spaced so that it will permit of the belt resting between the two lower buttons; length of coat to extend to 1 inch above the bend of the knee; 2 buttons in back at waist seam, side edges, with 2 buttons; length of side edge not less than 12 inches, single stitching, to form cuff, not less than 4 inches from bottom of sleeve,

with 3 small police buttons spaced equal distances apart; lower button to be placed 1 inch from bottom of cuffs; buttons on skirt, side edges and cuffs sunk and securely fastened by tins. Width of collar not less than 2 inches and to be cut without a seam in centre; skirts to be cut whole without piecing; edge of coat to be single stitched on edge; 2 inside breast pockets and two inside plait pockets; loops for shield on left breast.

Dress-coats for Mounted Police—Single-breasted, standing collar, fastened with hook and eye at neck; coat to close with a flap containing 7 concealed black buttons and button-holes; length of coat about 2 inches below the seat, to be cut to fit the figure easily and without padding. A vertical opening in each side at hip of 8 inches, with a flap fastened by concealed hooks and eyes. Height of standing collar not less than 1¼ inches, the collar trimmed with a black lustrous mohair braid, 1¼ inches wide, laid on flat; coat to be trimmed with same braid around the bottom, and the side seams of the back from the shoulder seam to the lowest edge of skirt, and the edges of the hip slits to 8 inches from the bottom of the coat, and to be put on the front so as to show, when the coat is buttoned, a space of three-quarters of an inch on each side of the fly. Four buttons on each side of breast, equal distances apart, top button to be on a level with centre of arm scye, lower button about 9 inches from bottom of coat. Buttons spaced 10 inches apart at top and 4 inches at the bottom, measured from the centre of each button. Single stitching to form cuff 3½ inches from bottom, with 3 buttons placed equal distances apart. All buttons on sleeves sunk and securely fastened.

Summer blouse for Mounted Police—Trimmed and made in same style as dress-coat, except that it shall be half lined and skeleton back.

Trousers for Mounted Police—Cut to fit the figure and made narrow in legs and with a spring bottom, with a black cloth stripe on outside of trousers 1½ inches, welted ¼ inch; buttons for straps at bottom on the inside; trousers for summer wear to be reinforced.

Winter Uniform coat for Bicycle Patrolmen—A double-breasted sack coat; length, 2 inches below the seat, to button to neck with a turn-down collar, 7 buttons on each side, top button 6½ inches from centre of each button, and lower button 3½ inches, and in such manner as to form, when the coat is buttoned, a direct line from top to bottom; two rows of stitch-

ing to form cuffs, three-eighths of an inch apart, with 2 small buttons placed equal distances apart, the lower one 1¼ inches from bottom of sleeve; edge of coat double-stitched, three-eighths of an inch; seam in centre of back, and all seams made plain; width of collar 2¼ inches, and to be cut without a seam in the back; a vertical opening in each side at the hip of 8 inches, with a flap fastened by concealed hooks and eyes; 2 outside horizontal pockets just below the hip, with flaps that can be worn inside or out; 2 inside breast pockets; body of coat lined with cashmere.

Summer coat for Bicycle Patrolmen—Same style as summer blouse for mounted men.

Summer trousers for Bicycle Police—Cut bloomer style to about 2 inches below the knee, then to fit snug to below the calf; a gaiter of same goods with a button-hole in the back, to button on the trousers, just below the knee; gaiter to button with 7 buttons; trousers to have silk cord on side seam; winter trousers same style as for summer, except that leather leggins shall be worn.

Harbor Police winter coat—Same style as worn by Bicycle Police, except that there will be 5 buttons on each side of the breast, spaced 6½ inches from the centre of each button at the top and 3½ inches at bottom. No opening at the side.

Summer blouse for Harbor Police—Same style as Foot Patrolmen.

Trousers for Harbor Police—Same style as Foot Patrolmen.

Summer coat for Patrolmen—Single-breasted, straight front, sack coat, to button to neck with a turn-down collar; length of coat, 3 inches below the seat; 4 buttons placed at equal distances apart, the lower one not less than 9 inches from bottom of coat; edge double stitched ¼ inch, and seams stitched to match edge; whole back; coat cut to fit figure easily; width of collar not less than 1¾ inches, to be cut whole, without a seam in centre; two rows of stitching ¼ inch apart, to form cuff, 3½ inches from hand; 2 inside breast pockets only.

Trousers for Patrolmen—Cut to fit the figure and made medium narrow in legs, and with a medium spring at bottom, with a white silk cord on outside seam.

Winter uniform for Doormen—A double-breasted sack coat to button to neck, with turn-down collar; with 5 buttons to button; edge double stitched three-eighths of an inch; stitching three-eighths of an inch 3½ inches from hand to form cuff; 2 buttons on each cuff; no outside pockets.

Summer coat for Doormen—Same style as winter, except that

it shall have but 4 buttons on each side, and be made full skeleton.

Trousers for summer and winter—Same style as for Foot Patrolmen.

Officers' uniform above the rank of Roundsmen shall consist of overcoat, dress coat, dress trousers, undress coat, flannel trousers.

Foot Patrolmen—Overcoat, heavy trousers, dress coat, dress trousers; summer blouse, flannel trousers.

Mounted Police—Overcoat same style as for Foot Patrolmen, heavy trousers, dress blouse; summer blouse, summer trousers.

Bicycle Police—Double-breasted coat, heavy trousers; summer blouse, summer trousers.

Harbor Police—Double-breasted coat, heavy trousers; summer blouse, summer trousers.

Doormen—Double-breasted sack coat, heavy trousers; summer, double-breasted sack, flannel trousers.

Collar devices for Commanding Officers—Gold star, for Chief; gold eagle, for Deputy Chiefs; gold oak leaf, for Inspectors; two gold bars, for Captains; one gold bar, for Sergeants.

All Roundsmen shall wear a chevron of two stripes above the point of the elbow.

Service stripes to be worn only by Roundsmen and Patrolmen.

Tassels worn by members of force above rank of Roundsmen to be same as sample submitted; those worn by Roundsmen and Patrolmen to be blue, as per sample submitted.

Gold lace, mohair braid, white silk cord and collar devices, Roundsmen's chevrons and service stripes will be as per sample with the Chief of Police.

Buttons—Coat-of-Arms of the City of New York, made to conform with the great seal of the City of New York now used and approved at the City Hall. This coat-of-arms is surrounded by a highly burnished, bright flat ring. Between the ring and the burnished outer rim of the button is a military wreath of laurel, surmounted by a five-pointed star, all brought out in the highest artistic relief. The shell of these buttons is made of the best gilding metal, known as Prince's Metal Oreide. These shells are extra heavy, double plated by the fire gilding or amalgamating process with 24-carat fine gold, and they will not change color or become tarnished when exposed to the air. The backs are of good brazing brass. The eyes are of pure copper wire, firmly riveted on the backs on the inside, and extra hard soldered. These backs are French

gilt and burnished to preserve the cloth they come in contact with on the coats.

The uniform for Telegraph Operators shall be the same as for Patrolmen, excepting that the coat shall be double-breasted blouse. They shall wear a shield same as Patrolmen, with the word "Superintendent," "Assistant Superintendent," "Operator" or "Lineman" inscribed thereon, as the case may be. Cap with straight visor, with the words "Superintendent," "Assistant Superintendent," "Operator" or "Lineman," as the case may be, in wreath.

d. Uniform, when required to be worn by a Special Patrolman, shall be as follows :

For winter the dress shall be a double-breasted sack coat of standard gray cloth, all wool, and with short turn-over collar, to button up close to the chin, and reach to a point midway between hip and knee, with 5 "Special Police" buttons of white metal, bearing the words "Special Officer," in sunken letters, for each breast; no pockets to show on the outside.

Trousers shall be of the same material, and to have a welt of red cloth on the outer seam.

For summer, gray flannel sack coat, single-breasted, of the same shade, rolling collar, 5 buttons, made like above.

Trousers of the same material, with welt of red cloth on the outer seam.

Cap of same shade and material as the rest of the uniform, of shape known as the United States Navy Cap, with straight visor of patent leather, and patent leather band held at each end by a white metal button; in front of the cap the officer's number and the words "Special Officer" in white metal.

For summer wear a hat may be worn of the same style and description as those of letter carriers; in front of the hat the officer's number and words "Special Officer," in white metal; hat to be of pearl gray felt.

Overcoat, double-breasted sack, to be of same color, heavier weight, rolling collar, coat to extend to 3 inches below the bend of the knee and to button with 6 buttons, of the style described above, on each side, pockets to show on the outside.

e. Shields are to be worn without chains and carefully used, kept clean and bright, and, when required, replated at the cost of the member.

The shield of the Police Surgeons shall be worn upon the vest and in view upon all occasions of duty, to be made of yellow metal, fire gilt (as per sample in charge of the Chief

Clerk), and to have over the top a ribbon of the same material containing the word "Surgeon."

f. If any member shall break or bend or otherwise change the form of his shield or the fastening thereof, he shall pay the cost of repair or furnish a new one, as may be required.

It will be deemed "Neglect of Duty" on the part of any member of the force to carelessly lose his shield or any other insignia of office, or neglect to report such loss immediately thereafter to the officer in command at the Station-house.

It shall be the duty of Captains to immediately make charges against the officer for losing his shield, Manual, fire key, patrol box key or transportation ticket, and the fact of the loss shall be presumptive evidence of carelessness.

Any member of the force convicted of such charge, wherein neglect or wrong-doing is established, may be fined.

When off duty members of the force shall wear their shields upon the left breast, in order that the same may be displayed, when required.

The coat shall be buttoned at all times when on duty.

Members of the force when on duty (except when otherwise permitted by the Chief of Police) shall wear the shield on the outside of the outermost garment over the left breast; and on all occasions, when on duty, conspicuously display their shields so that the entire surface of the same may be easily and distinctly seen.

g. Each member of the force furnishes his own club and belt, but they must conform in all respects to the regulations of the Department.

The baton for night service shall be not less than 22 inches long, 1⅜ inches thick, and shall be made from sound locust wood; and no other shall be used, except on occasions of dress parade, when ornamental batons, made from rosewood, if of regulation pattern, may be used.

The "billy" to be used by the force shall be made of grenadilla or coco-bolo wood, and shall be 14 inches in length, 1⅝ inches thick on one end, tapering to 1 inch in thickness at the other.

Each member of the Police Force shall be required, under the direction of the Chief of Police, to have upon his baton a metallic plate bearing the same number as is borne upon the shield. Commanding officers of Precincts are required to cause each Patrolman to wear only such batons as may be so numbered.

h. Officers are permitted to wear the summer uniforms while in the discharge of desk duty in the Station-house.

i. Captains shall wear the prescribed uniform at all times when necessary for the performance of Police duty, unless otherwise authorized by the Chief of Police.

j. Sergeants, Roundsmen, Patrolmen and Doormen shall wear the prescribed uniform at all times when their respective Platoons are on patrol or reserve duty, and when the off Platoon may be called on duty on extraordinary occasions, or in attending courts, drills, parades, the School of Instruction, when making reports to superior officers, while in attendance at Headquarters, and when performing any business connected with the Department.

k. Captains are authorized to order or grant permission to members of their command to wear civilians' dress on occasions when required to perform special duty, which order or permit shall be entered on the Blotter.

l. White gloves will be worn in the summer and when on special duty indoors at all times, and dark gloves in the winter. The kind of gloves, the manner of procuring them, and the period for change, will be regulated from time to time by general orders. Gloves to be worn at all times when members of the force are on duty, except during tours of night duty, when they may be dispensed with.

m. Patrolmen on reporting for duty must have their buttons clean and bright, and their dress and uniform, in all other respects, must conform to the rules and regulations of the service.

n. Members of the force are required to wear boots or shoes of black leather at all times when on duty in uniform.

o. No member of the force will be permitted to purchase or wear, any Police garments of another Policeman, or ex-Policeman, without the special permission, in writing, of the Chief of Police.

p. Members of the force assigned to special duty in the offices of the Commissioners and Chief Clerk, at the Central Department, or to other clerical duty, or as mechanics, may be relieved from appearing in uniform.

STATION-HOUSES AND CENTRAL DEPARTMENT.

RULE 32.

The Station-houses are to be used exclusively for Police business and must not be used for any other purpose. Civility and

attention are to be shown to every person applying at a Police Station on business. No person shall be permitted to remain in the Police Station-house without express permission from the officer in charge, except members of the Department and persons on business.

Discussions and conversation in Station-houses by members of the force or others, in relation to nationality, religion or party politics will not be permitted.

No person, except the superior officers of the Department, shall be allowed to enter behind the desk.

The cells at Station-houses are to be kept clean and well ventilated. The door of every cell is to be carefully locked and bolted when prisoners are confined therein—the keys to hang up behind the Captain's desk. No person is to be allowed to visit the cells except the officer in command at the Station-house and Doorman or Matron in charge of the prison, unless by order of an Inspector, Deputy Chief, Chief or Commissioner of Police, in writing; and no member of the Police Force, except the Chief, Deputy Chief or Inspectors, or unless authorized by them, in writing, shall hold any conversation with any prisoner confined in the cells at any Station-house, nor at the Central Office, except in the presence and hearing of the Doorman then on duty; nor shall any member of the Police Force, except as above stated, and under the above restrictions, be permitted to converse with any prisoner at a Police Court, except in the presence of the officer in command of that Squad.

There shall be a Janitor of the Central Department, who shall have the supervision and control, under the direction of the Police Board, of the warming, lighting and cleaning of the rooms and offices; and also of all persons engaged in and about the building, in connection with the general care and cleanliness of the Central Department.

BUREAU OF ELECTIONS.

RULE 33.

a. Pursuant to law the Police Board has established, in the office of the Police Department in the City of New York, a bureau known and designated as the General Bureau of Elections, and branches thereof in the several boroughs.

b. The affairs of the Bureau of Elections shall, under and subject to such rules, regulations and orders as may, from time to time, be made and adopted by the Police Board, be managed, conducted and carried on by a suitable and proper person, known as the Superintendent of Elections, who shall hold office for five years, and whose salary shall be fixed by said Board, not exceeding the sum of six thousand dollars per annum. The salaries of the Chiefs of the Branch Bureaus shall be fixed by the Police Board at sums not exceeding four thousand dollars per annum each, and such Chiefs of Branch Bureaus shall be removable by the Police Board for cause.

c. All orders to the Police Force by the Superintendent of the General Bureau of Elections for information, or for other purposes, shall be sent through the offices of the Chief and Deputy Chiefs of Police.

d. The Chief of Police shall instruct Precinct Commanders to furnish direct to the Superintendent of the General Bureau of Elections and to the Chiefs of the branch bureaus, such information relating to Polling Places, Election Officers and Election Property as he may at any time call for; also to honor requisitions bearing his signature for election property in their custody by taking receipts therefor, and for all official purposes the Superintendent of the General Bureau of Elections shall be accorded the use of the telegraph and telephone system of this Department.

HOUSE OF DETENTION FOR WITNESSES.

RULE 34.

a. The Police Board has, as authorized by law, provided suitable accommodations within the City of New York for the detention of such witnesses as are unable to furnish security for their appearance in criminal proceedings. The place provided is called the "House of Detention for Witnesses."

b. The officers of the House of Detention for Witnesses shall be a "Keeper," who shall be a Sergeant of Police; a "Purveyor," and such members of the force as shall be ordered.

c. The management of the House of Detention for Witneses and the tours of duty of members of the force assigned thereto shall be in accordance with the orders of the Chief of Police.

d. The Sergeant in charge of the House of Detention for Witnesses shall make a daily report to the Chief Clerk, setting forth the number and names of all witnesses committed to, and

discharged from, the House of Detention for Witnesses during the preceding twenty-four hours, and the nature of the offense in relation to which they are witnesses, and also the number remaining in custody.

e. All communications or correspondence by letter by and with witnesses detained in the House of Detention for Witnesses are prohibited, unless such letters are open and submitted to the officer in command, who shall determine whether such letters shall be delivered.

f. All personal interviews, conversations or messages to and with witnesses detained in the House of Detention for Witnesses, are prohibited, except to and with the officer in command, the Mayor of the City of New York, the Committing Magistrate, District Attorney, Commissioners of Police, Chief or Deputy Chief of Police, District Inspector, Police Surgeons and such other persons as shall present, for this purpose, the written order of either of the above persons, officially; in which latter case all conversation shall be carried on only in the presence of the Keeper.

The officer in command will have no conversation or interview with witnesses except such as may be necessary in the discharge of his official duties.

g. The " Purveyor " of the House of Detention for Witnesses shall, at his or her own personal expense for materials for cleaning or otherwise, keep the house clean and in good order, to the satisfaction of the Police Board; and shall also, to the satisfaction of the said Board, furnish and supply three meals per day, of fresh and wholesome food, in sufficient quantity and variety, for the support of each witness detained in said House; and shall also supply materials for, and do the washing of, the towels, table-cloths, napkins and bedding required for use in said House. The Purveyor shall furnish monthly bills to the Police Board.

h. No officer or member of the Police Department on duty at the House of Detention shall be allowed to board at the table of the Purveyor, or to receive any compensation for services other than his salary.

PROPERTY AND PROPERTY CLERK.

RULE 35.

a. The " Property Clerk " and assistants in the boroughs appointed by the Police Board shall receive all property or

money alleged or supposed to have been feloniously obtained, or which shall be lost or abandoned, and thereafter taken into the custody of any member of the Police Force, or in the custody of any City Magistrate. He may have an assistant at the Central Department and Brooklyn Headquarters, who, under his direction and in his absence, shall have general charge and custody of all property in his office.

b. The Property Clerk and assistants shall register each lot of property and money as the law directs.

c. Whenever property or money shall be adjudged by a Magistrate to rightfully belong to a claimant, or that the person arrested with such property is innocent of the offense alleged, then, upon the written order of such Magistrate, the Property Clerk shall deliver the same to the owner thereof.

d. Whenever money or property shall be taken from any person or persons arrested which shall be alleged or supposed to have been feloniously obtained, or to be the proceeds of crime, a trial being had and the indictment (if any) dismissed, the Property Clerk shall deliver said property to the said accused person or persons as the law provides.

e. If any property or money placed in custody of the Property Clerk shall be desired as evidence in any Court, he shall, upon an order from the Court to that effect, deliver such property to the officer who shall present the order; such property shall not be retained in said Court, except by order of the Justice, but be returned to the Property Clerk.

f. The Property Clerk shall cause to be advertised, in pursuance of law, all property or money taken on suspicion of having been feloniously obtained, or of being the proceeds of crime, and for which there is no other claimant than the person from whom such property was taken; and also all lost property that may have come into his possession.

g. When lost, abandoned or stolen property of a highly inflammable or dangerous character or nature is discovered by or comes into the custody or possession of any member of the force, it shall be the duty of such member to report the same at once to the officer in command, at the Station-house of his Precinct, and the officer in command shall immediately report the same to the Fire Commissioner of the City of New York and to the Police Board.

h. All stray animals coming into the custody of the Police shall be, as soon as practicable, delivered to the Keeper of the Police Pound.

i. The Property Clerk shall make to the Police Board quar-

terly, and such other reports as the Board may direct, of the property disposed of by him during that time.

j. A weekly report shall be made to the Property Clerk by the commanding officers of Precincts and Squads, of all lost, found, recovered and stolen property taken or seized by the Police Force, and the Property Clerk shall file and preserve such reports in his office.

k. Commanding officers of Precincts and Squads shall, on the first days of January, April, July and October in each year, take an inventory of all furniture and other movable property, and transmit the same to the Treasurer's Bookkeeper, who shall keep a proper record of the same, and they shall state in said report and give a list of every article of furniture that is in bad order and that needs repairing, and that no article or articles of furniture shall be sent from any Station-house to be repaired unless upon a written requisition from the officer in command; said requisition to be transmitted to the Treasurer's Bookkeeper, signed and approved by the Committee on Repairs and Supplies.

l. Whenever "any implements of gaming or lottery tickets or lottery policies," shall be found in any house, room, or premises, believed to be kept as a common gaming room or gaming premises, or for the deposit or sale of lottery tickets, or lottery policies, and such implements of gaming, or lottery tickets, or lottery policies shall be seized, in pursuance of law, by any member of the Police Force of the City of New York, the articles so seized shall be brought to the office of the Property Clerk. It shall be the duty of the Chief or Deputy Chief of Police to cause such articles so seized to be destroyed, as the orders of Police Board and the law shall direct. The Property Clerk shall deliver the articles so seized to the said Chief, or on his order, to the end that the same may be destroyed in pursuance of the statute.

m. Whenever a large number of iron bedsteads shall be included in the regular auction sale of the Department property, the Property Clerk may, in his discretion, sell the same by sample, and pending such sale such property shall be stored in the Station-houses.

TELEGRAPH AND TELEPHONE SYSTEMS.

RULE 36.

a. The telegraph and telephone lines throughout the City of New York, assigned to the Police Board by proper authority,

are to be used exclusively by the Police Department, under the rules and regulations of the said Board, and under the general supervision and direction of an officer known as Superintendent of Police Telegraph.

b. There shall be kept at the telegraph offices in the several boroughs, and at each Police Station-house and Squad, a Blotter, in which shall be entered, giving the exact time, all messages sent to and from the Central Department, also all messages sent from one Station to another, either direct or by having connection made at the Borough Headquarters; all messages transmitted by telegraph and telephone over the Police lines must contain the full name and official title of the senders thereof, together with the initials of the operators transmitting and receiving them, and must be so entered in the Blotter, these blotters to be subject, at all times, to the inspection and control of the Police Board.

c. Upon the receipt of intelligence at a Police Station of an important or unusual nature, such as riots, strikes, highway robberies, burglaries, property taken from thieves, murders, suicides, persons found dead or unconscious, especially where there are any suspicious circumstances attending the same, it will be the duty of the Sergeant on desk duty to transmit information of the same to the Borough Headquarters; copies of messages containing such information will be furnished to the Chief of Police, Deputy Chief of Police of the borough, Detective Bureau and to the Press, if so directed by the Chief of Police, Deputy Chief or officer in charge of the Borough Headquarters. If such information is received after office hours and it is deemed of sufficient importance to require the immediate attention of the Chief of Police, Deputy Chief of Police or commanding officer of the Detective Bureau, such information will be transmitted at once to their respective residences.

Copies of General Alarms relating to missing persons, lost children, property lost, stolen and recovered will be furnished to the Bureau of Information.

When a Station wishes to send a message on General Alarm the officer transmitting the same to Borough Headquarters will so state.

All general alarms will be sent over the signature of the Chief of Police or officer in charge at the Central Department or Borough Headquarters. All messages marked "Confidential" will be guarded as such and not divulged by any member of the telegraph office.

d. When an alarm of fire is received the operator will at once notify the Precinct in which the fire may be, and will ascertain the location of same as soon as possible. In the event of the Second Alarm being sent out, the location of the fire will be at once transmitted to all Stations in the borough on General Alarm, and notice of the same sent to the District Inspector, in the day time, and at night time third alarms of fire will be sent to the District Inspectors at their residences. Information relating to fires for which a second alarm or more has been sent out, will be promptly transmitted to the Central Department.

e. All messages received at Station-houses calling attention to persons or property to be inquired for shall be transmitted to the officers on patrol as soon as practicable, and read to the outgoing Platoons at roll-call following their reception, and oftener if, in the discretion of the commanding officer, it be necessary, or if so directed from Headquarters.

f. The officers in charge of the telegraph and telephone instruments at the Station-houses and operators at the Telegraph Bureau are forbidden to allow any unauthorized person access to the same for the purpose of transmitting messages, to interrupt or intercept messages passing over the lines, or allow others to do so, or to permit the lines to be used for unnecessary conversation.

They are required to be as concise and as respectful as possible in answering all messages and inquiries.

All news items received intended for the newspapers will be given to the reporters without delay.

g. Operators are required to be extra cautious in making telephone connections, and in transmitting and re-transmitting messages to Police Stations; to observe that if a message appertains in the slightest degree to the issuing of an order or the countermanding of an order, under no circumstances must such message be forwarded to destination without first submitting same to the Chief of Police or officer in charge at the Borough Headquarters.

h. The force of the Telegraph Bureau shall consist of Superintendent of Telegraph, Assistant Superintendents of Telegraph, Telegraph Operators, Linemen and Batterymen, who shall wear such uniform and insignia of office as may be prescribed by the Police Board.

The said force and Bureau shall, subject to the Chief of Police, be under the care and supervision of the Superintendent of Telegraph, who shall be responsible for the general

appearance, good order and discipline of said force, and for the general efficiency of the electrical service of the Department.

i. The Superintendent of Telegraph shall enter, or cause to be entered, in the Blotter kept in his office, the Police telegraph business performed by him daily, and shall make to the Chief of Police a monthly report setting forth the lost time of the telegraph force during the month then next preceding by reason of sickness, absence with leave or absence without leave; such report to be forwarded by the Chief of Police to the Treasurer.

The Assistant Superintendent of Telegraph shall enter in a blotter kept for the purpose at the Borough Headquarters to which he is assigned the time of day when he arrives at office, when he leaves, when he returns to the office, and set forth briefly the Police telegraph business performed by him during his absence.

j. The tours of duty of Telegraph Operators will be as follows : From 8 A. M. to 6 P. M.; from 6 P. M. to 12 P. M.; from 12 P. M. to 8 A. M. Linemen and Batterymen, 8 A. M. to 6 P. M., and whenever called upon in other hours by Superintendent or Assistant Superintendent of Telegraph.

Operators will promptly relieve each other at the end of designated hours.

An operator shall not leave his post at any time during his tour of duty unless duly authorized. Any temporary changes in tours of duty must have the approval of the Superintendent or Assistant Superintendent of Telegraph.

k. In cases of sickness or unavoidable detention from office duty, the operator shall give notice to the Superintendent of Telegraph of such absence and cause thereof as soon as possible before the beginning of his tour of duty. Notice of the sickness of an operator will be immediately sent to the Police Surgeon of the Disrtict, who will visit such operator and report thereon to the Superintendent of Telegraph.

l. Temporary leaves of absence from duty for telegraph force will be granted only on application to the Chief of Police. Such application must have the approval of the Superintendent of Telegraph.

SIGNAL BOX SYSTEM.

RULE 37.

a. Commanding officers will be particular to see that the following rules are observed in the operation of signal boxes

and report to the Chief of Police any neglect of duty or violation of any of said rules.

b. In Precincts furnished with Police Signal boxes, Patrolmen will make the proper signals to the proper Station-house from such boxes, and at such times during their respective tours of patrol duty as may be designated by the commanding officer of the Precinct, or other proper authority. And whenever they make an arrest they will forthwith take their prisoner to the nearest signal box and signal for the patrol wagon.

c. The Sergeants shall carefully instruct the members of their respective sections in the operation of the signal system. Any member of the force who is unable to comprehend such instruction, or the operations of the boxes, will be reported as incompetent.

d. Each officer will be furnished with a key to the Police signal boxes, and will be held responsible therefor. Keys will be inspected at each roll-call the same as fire keys. Should an officer be unable to produce his key when requested, or fail to promptly notify his Station of its loss, complaint will be made against him.

e. Should any Patrolman fail to signal from the box at the time directed, by reason of his being called away in the performance of other Police duties, he will immediately, after such duties have been performed, proceed to the nearest box and duly signal therefrom and report the cause of the delay.

f. No Patrolman when signalling will leave the box until he is assured that his signal has been duly received at the Station-house. Members of the force detailed for duty at the Telephone Desk in the Station-house will promptly answer and repeat in clear and distinct manner all signals sent from the boxes, and keep a record of the same in the Blotter, noting carefully from whom received and the exact time when received. The officer in charge of the apparatus at the Station-house shall, on receipt of any signals, answer by giving his surname to the officer sending the signal.

One of the members so detailed will be on duty at the Station-house at all times, and the several tours of duty will be regulated by the officer in command of the Precinct.

g. Patrolmen will be held responsible for any injury to the signal boxes during their respective tours of duty, and shall report at the Station-house all accidents and breaks in the wires on their respective posts. They must not alter or disarrange the adjustment of the instrument when the bell ceases to work, but will report the same to the Sergeant or Roundsman on patrol.

h. The Mounted Patrol will use the signal boxes when necessary, but must not attempt to open them before dismounting. In order to prevent any tampering with the instruments, the Sergeant and Roundsman on patrol will have supervision thereof, and will, during their tours of duty, visit, inspect and test as many of them as possible, and notify the Station at the time of such inspection. When a signal box instrument or line is reported out of order, the officer on desk duty will at once investigate and report the result of such investigation to the Central Office of the Borough.

PATROL WAGON SERVICE.

RULE 38.

a. Members of the Police Force assigned to Patrol Wagon Service shall be known as guards and drivers, respectively.

b. The tours of duty of guards and drivers shall be as follows: From 8 o'clock A. M. to 6 o'clock P. M., and from 6 o'clock P. M. to 8 o'clock A. M. The day tour on Sunday shall be divided from 8 o'clock A. M. to 1 o'clock P. M., and from 1 o'clock P. M. to 6 o'clock P. M. Guards and drivers shall perform one week day service and one week night service, alternately, making the change each Sunday.

c. Before each tour of duty guards and drivers will report themselves at their respective Station-houses, and proceed from thence directly to the Patrol Wagon Stables, relieve those there on duty, and at once inspect the horses, wagons and other equipments of the service.

d. They shall see that the horses are properly fed, groomed and cared for, and that the horses, harness, wagons and other appurtenances are kept clean, neat and in proper condition to promptly answer every call. They shall frequently visit the stalls and carefully note the condition of the horses.

e. If at any time a horse is found to be injured or sick, or if any damage occurs to Patrol Wagons or other equipments, guards and drivers shall make prompt report, by telephone or otherwise, to the commanding officer of the Precinct, all the facts of the case. In cases of ordinary illness or injury to horses, the commanding officer will at once notify the officer in charge of the horses of the Department. In cases of serious illness or injury to horses, the commanding officer is authorized and directed to send for the nearest Veterinary Surgeon.

f. Every call for a Patrol Wagon must be answered as promptly and expeditiously as safety will permit. Drivers shall, in responding to a call, proceed to and from the same by the shortest route.

g. Drivers shall be held responsible for their horses, and will not at any time leave them while in active service.

The driver will be held responsible for the care and comfort of the horses, and the cleanliness and repair of the harness during his hours of duty, and he will remain on duty until properly relieved.

When a driver reports for duty he will examine the horses and harness and note any ailment or defect which may exist, and notify the officer in charge of the Station, in order that such ailment or defect may be entered on the Blotter.

If the driver going on duty receives from the driver being relieved from duty the custody of stock and harness without reporting any ailment or defect therein, it will be assumed that any such ailment or defect occurred during the tour of duty of the driver in whose custody the stock shall be found when discovery of such is made by a superior officer.

h. Guards will render all necessary assistance to Patrolmen on post in securing prisoners, and will be held responsible for the safe-keeping of such prisoners while in the Patrol Wagon or in their transfer to other custody. Though the guard shall be in command of the movements of the Patrol Wagon, he is subject to, and must obey, the orders of superior officers.

The guards will have particular charge of the wagon and stable and will see that they are kept in a neat and clean condition. They will not permit any lounging about the stable of persons not members of the Department, and will see that the doors are closed and secured when the wagon leaves the stable, and will be held responsible for the safety of the City property contained therein.

In case of collision, from any cause, whereby property is damaged or any person injured by the horses or wagon in their charge, they will dismount and ascertain the exact extent of the injury to person or property occasioned by such collision, and report the same to the Station at the earliest practicable moment.

It will be their duty to report to their commanding officer any misconduct or inattention to duty of the driver or Patrolman detailed to assist him, and any injury to the stock, harness and other apparatus in his charge.

In cases where it is necessary to go out of his Precinct, as,

for instance, to go to hospital, take an injured person home or convey a dead body to the morgue, the guard will stop at the first box met within his Precinct on the return trip to the Station-house and report for orders, so that the operator may direct him to another box in case an alarm has been received during his absence.

The guard will remain on duty until properly relieved. He will, when going on duty, examine the horses, harness, wagon, stretcher and other apparatus and report their condition to the officer in command of the Station.

When the wagon is directed to a box, the guard will dismount thereat and as soon as the occasion of the alarm is ascertained and the required duty performed he will report, by telephone, to the Station the cause of the alarm.

i. While on patrol duty superior officers will visit, as frequently as may be necessary or advisable, the Patrol Wagon Stables, and exercise the same supervision over guards and drivers as over other members of the force.

j. A Blotter shall be kept at each Patrol Wagon Stable, in which shall be accurately entered the following :

The hours of arrival on duty and the hour relieved, by guards and drivers, in their own handwriting.

The hour when first inspection is completed, and the condition of horses, wagons, etc.

The hour when a call is answered, the nature of the call, and the hour of return therefrom.

The time and circumstances attending every accident to and by the property of the Department, in such detail that complete information may be obtained.

The time any horse may be found sick or injured, and the nature of the sickness or injury, with all the facts in relation thereto.

k. Any neglect of duty on the part of a guard or driver, and any violation of these rules, will subject the offender to charges, which shall be made by the commanding officers of Precincts.

SCHOOL OF INSTRUCTION.

RULE 39.

a. A school at the Central Department, known as the " School of Instruction," shall be in charge of such officer and assistants as the Chief of Police may from time to time select.

b. It shall be the duty of the officer in charge of the School of Instruction to instruct the members of the School in all the duties, discipline and exercise of Patrolmen, including the special laws governing the Police, the Laws of the State of New York, the Laws and ordinances of the City of New York, and the rules, regulations and orders of the Police Board, and their powers and privileges under the same.

c. He shall give them general and verbal instructions and explanations in regard to their powers and duties; and, at the expiration of one month of instruction to a member of the School, he shall report to the Board, through the Chief of Police, the name of such member, the proficiency he has made, and his character, adaptation, fitness and capacity to discharge Police duties.

They shall there be diligently instructed for two hours each day. They shall also, for the same length of time each day, be instructed in the drill and other exercises.

d. They shall be placed on post for the first tour of duty each night, with a Patrolman, to learn the practical mode of discharging patrol duties.

e. There shall be a school of instruction for horses, in charge of such officer or officers as may be assigned to that duty. The horses purchased by the Department for the use of the Mounted Squad or other service, shall be placed in such school of instruction for thorough test and trial as to their fitness in all particulars, and at the termination of such test the officer in charge of horses shall make a written report as to the fitness of each horse.

LOST AND ARRESTED CHILDREN.

RULE 40.

a. A temporary retreat for lost children in the Boroughs of Manhattan and Bronx is provided at the Central Department, and at 9 o'clock P. M., and each succeeding hour of each day until 6 A. M., the officers in command of the Police will send all lost children, who may then be at their respective Station-houses, to the Central Department and place them in charge of the Matron. All lost children other than in Manhattan and The Bronx shall be taken to the respective Station-houses and there held until 9 P. M., and then disposed of as the several facilities permit.

b. It will be the duty of the officers in command to immediately telegraph to the Headquarters of the several boroughs and the Central Office the name, if possible, and description of all lost children brought to the Station-house.

c. A record shall be kept at each Station-house of all lost children received thereat, showing the number reclaimed at the Station-house, the disposition of each, the age, sex and color of each child; the nationality of the parents of each child reclaimed at the Station-house by such parents; and on the first day of each month, the officer in command of the Precinct shall make a report to the Chief Clerk, setting forth all the above particulars in relation to children received during the previous month.

d. The number and sex of lost children and the disposition made of them at each Station-house shall be entered on the daily morning returns made to the Central Department.

e. With each child sent from the Station-house to the Central Department or Headquarters of a borough, shall be transmitted a return, in writing.

f. All lost children over the age of two years so received at the Central Department or Borough Headquarters during the day or night, not claimed by some person entitled to their custody, shall be placed in the charge of the Society for the Prevention of Cruelty to Children for disposition, and those under the age of two years shall be placed in the charge of the Department of Charities.

g. Whenever any member of the Police Force shall discover a foundling, or have his attention called to the discovery of a foundling anywhere in this city, he shall have such foundling conveyed at once to the nearest Police Station, where the officer in charge will enter upon the Blotter, and also upon the blank (No. 30), a description of the child and of its clothing and such other available particulars as may be necessary or pertinent to the case, and have the child taken by the shortest possible route to a designated institution and there delivered to some person assigned by the Commissioner of Charities to receive such children.

h. When the discovery of a foundling is brought to the notice of a member of the Police Force by any person other than a Policeman, the officer will require such person to accompany him to the nearest Police Station with the foundling, in order that he or she may make affidavit as to the finding of the child (as per Blank No. 44), and for the purpose of having such affidavit made and sworn to.

i. In every case where a foundling is brought to a Police Station, Blanks Nos. 30, 44 and 149 will be properly filled out by the officer in charge, and disposed of by him as follows, viz.:

Blank No. 30 will be delivered to the person in charge of the designated institution who receives the child.

Blank No. 44 will be forwarded to the Department of Charities through the Central Office.

Blank No. 149 will be forwarded to the Central Office.

j. Whenever any person under the age of sixteen years shall be arrested, and also whenever an arrest is made of a person charged with a criminal offence against a person under the age of sixteen years, or of a violation of any law relating to or affecting children, a notice, in writing, of such arrest, setting forth the name of the person arrested and the offense charged, must be immediately transmitted to the Society for the Prevention of Cruelty to Children. (See sec. 293, Penal Code.)

k. Where complaint is made of crime committed upon the person of a child under the age of sixteen years, such child must be taken to the Society for the Prevention of Cruelty to Children for examination by physicians of the Society, pursuant to an order of a Court or Magistrate.

l. Subdivision 6 of section 291 of the Penal Code provides :

That " No child under restraint or conviction, actually or apparently under the age of sixteen years, shall be placed in any prison or place of confinement, or in any court-room, or in any vehicle for transportation in company with adults charged with or convicted of crime."

MASKED BALLS.

RULE 41.

a. All permits to hold masked balls shall be subject to the following regulations : That the applicant or applicants have permission to give a masked ball, entertainment or party, under the supervision of the Chief of Police, and with the understanding that the officer in command of the Precinct, or the officer who may be in command of the Police at such ball, entertainment or party, shall have the power to cause any person before entering or within the building, during the continuance of the ball, entertainment or party, to unmask,

if, in his opinion, there is cause therefor; and it shall be his duty to stop the same, and cause the various rooms occupied for that purpose to be vacated, whenever any indecent, immoral or illegal act shall be committed, or any disorder take place which shall furnish cause for such action on his part.

b. Permits to hold masked balls in the City of New York will be granted under grades and on payment for such permits, as follows : 1st Grade, $100; 2d Grade, $50; 3d Grade, $25; 4th Grade, $10; 5th Grade, $5; and the Chief of Police will indorse on each application the grade in which, in his judgment, the application shall be placed.

c. The fees for masked ball permits, when they are granted, shall be paid direct to the Treasurer of the Police Board.

PARADES.

RULE 42.

a. Parades are allowed pursuant to section 1457 of the Charter. The Police Force shall be governed in the regulation of all parades and processions by the provisions of said section.

b. Whenever any procession shall find it necessary to march across a railway track, the portion of said procession which, in so marching, is likely to stop the passage of any car or cars upon said track, shall come to a halt in order to permit said car to proceed.

c. When parties comply with the law by giving preliminary notice, in writing, " of the object, time and route of such (contemplated) procession or parade " to the Police authorities, as required by the statute, the procession or parade may lawfully form and move on and over such streets and parts of streets as shall be designated by the Chief of Police. In such case a Police escort will be ordered and the officers and force will be informed, by special orders, of the object, time and route of the procession, when it will be their duty to enforce the provisions of the law, protect persons and property and maintain the public peace.

d. Any procession or parade which shall attempt to form or move, without such preliminary notice, or without compliance with the law, will be unlawful and should be prevented.

e. The notice required by the statute should be in writing, directed to the Chief of Police, who is authorized and directed to grant permits to parade, setting forth the object, time and proposed route of the contemplated procession or parade.

f. Captains are required to be diligent in instructing the officers and men of their commands in relation to their powers and duties under the law.

g. "All processions or parades occupying or marching upon any street to the exclusion or interruption of other citizens in their individual right and use thereof (excepting the National Guard and the Police and Fire Departments, and associations of veteran soldiers), are forbidden unless written notice of the object, time and route of such procession or parade be given by the chief officer thereof, not less than six hours previous to its forming, or marching, to the Police authorities of the city; and it may be lawful for said Police authorities to designate to such procession or parade how much of the street in width it can occupy, with special reference to crowded thoroughfares, through which said procession may move; and, when so designated, the chief officer of said procession or parade shall be responsible that the designation is obeyed; and it shall be the duty of the Police authorities to furnish such escort as may be necessary to protect persons and property and maintain the public peace and order. All processions or parades on Sundays in any street of the city, excepting only funeral processions engaged in the actual burial of the dead, and processions to and from any place of worship in connection with a religious service there celebrated, are forbidden; and in no such excepted case shall there be any music, fireworks, discharge of cannon or fire-arms, or other disturbing noise; provided that in any military or Grand Army of the Republic funeral music may be played while escorting the body to and from such places, but such music shall not be played within one block of any place of worship where worship is being celebrated. Every person wilfully violating any provision of this section or any ordinance passed by the Municipal Assembly, pursuant to the last preceding section shall be guilty of a misdemeanor punishable with a fine not exceeding twenty dollars or imprisonment not exceeding ten days, or both, at the discretion of the Court." (Sec. 1457, Greater New York Charter.)

h. "All processions and parades on Sunday in any city, excepting only funeral processions for the actual burial of the dead and processions to and from a place of worship in connection with a religious service there celebrated, are forbidden; and in such excepted cases there shall be no music, fireworks, discharge of cannon or fire-arms, or other disturbing noise. At a military funeral and at the burial of a National Guards-

man or a deceased member of an association of veteran soldiers, or of a disbanded militia regiment, or of a secret fraternal society, music may be played while escorting the body, but not within one block of a place of worship where service is then celebrated. A person wilfully violating any provision of this section is punishable by a fine not exceeding twenty dollars, or imprisonment not exceeding ten days, or both." (Sec. 276, Penal Code.)

FIRE, RIOTS AND OTHER EMERGENCIES.

RULE 43.

In case of fire, riot or other sudden emergency requiring the services of the Police, the Captain shall forthwith proceed to the scene of the same, with his whole reserve force, or such part thereof as he may deem necessary to perform such Police duty as the nature of the emergency may demand.

HACKS, THEATRES, ETC.

RULE 44.

In addition to the service rendered by Precinct officers detailed at places of amusement, the members of the Police Force attached to the Third Precinct shall be assigned to duty at theatres, halls and places of entertainment, as may from time to time be deemed requisite; the principal duty of the officers so assigned shall be to enforce the City ordinance and regulations governing the approach and departure of all conveyances to and from such theatres, halls and places of entertainment.

The Chief of Police is authorized to regulate the arrival and departure of conveyances at all places of entertainment throughout the city.

REPORTS TO BE MADE.

RULE 45.

a. Captains will require the Patrolmen of their respective commands to report to them daily all violations of corporation ordinances, together with all complaints (by members of the

force or others) of such violations, and the nature of the complaint. The name and residence of the complainant in each case shall be entered in a book kept for that purpose, and reported daily to the Chief Clerk.

b. Captains shall report monthly to the Chief of Police, in duplicate, the location of all alleged or reputed houses of prostitution, assignation, bed-houses and suspicious places in their respective Precincts, and the names of the keepers and owners thereof; also all places used for gambling, lottery or policy purposes. One copy of such report to be transmitted to the President of the Police Board.

c. Captains shall make special reports, in duplicate, of all robberies that occur in their Precincts, on blanks furnished for the purpose, to the District Inspector as soon as practicable after robberies are committed.

d. Captains and Sergeants in command shall report, as often as occasion may require, such acts and deeds on the part of any member of their force as shall exhibit extraordinary efficiency or personal bravery in the discharge of their duties.

The Chief Clerk, in preparing the record of any member of the force, shall mention thereon any acts or reports that have been submitted in compliance with the foregoing, as well as the number, nature and disposition of complaints previously preferred against such member.

e. Captains of Precincts and officers commanding Squads shall keep a special record of all arrests made by the force under their command, for all felonies, and a special record for all robberies.

They shall keep themselves informed of the proceedings in each case, and record the result of the proceedings and the disposition of the prisoners, and, if convicted, the term of the sentence and the place of imprisonment, and make, at the close of each quarter, a report in detail of all the arrests made during the preceding quarter, for the offenses above named, upon blanks furnished for the purpose, and transmit it to the Chief Clerk.

f. Whenever any member of the force has become in any manner cognizant of the fact that any person within the City of New York uses, deals in, has on sale, on storage, or in his possession for any purpose, any refined petroleum, kerosene, coal or similar oil, or any product of either, or any burning fluids or materials of the same, or any highly inflammable, explosive or dangerous property, in contravention of law, it shall be the duty of such member at once to report the same to the officer

in command at the Station-house, and the officer in command shall immediately report the same to the Fire Commissioner and to the Chief of Police.

g. All dead animals found in the streets or public places during day tours by members of the force, shall be forthwith reported by signal, or personally, at the Station-house. Dead animals so found during night tours shall be reported at the expiration of such tour.

h. Every officer on desk duty will immediately, upon receipt of information, from any source, of any unusual or important casualty, crime or other Police occurrence, transmit by telephone to the Central Office and elsewhere, as the circumstances of the case may require, all information relative thereto received by him, and will continue such transmission, from time to time, as further particulars are received, and when the case shall be complete, he shall make a full report, in writing, through the District Inspector, to the Chief of Police.

i. Commanding officers of Precincts and sub-Precincts are required to report forthwith the location, name of owner or manager, and character of performance of any and every place of amusement opened within their Precincts, and to see that no place of amusement is permitted to be open and exhibitions given without a proper license therefor.

Inspectors shall make quarterly report of all places of amusement in their Districts, giving name of owner or manager, location, character of entertainment, whether license is had and its date of expiration.

ARRESTS.

RULE 46.

a. The functions of a Police Force are, mainly, the enforcement of law, preservation of the peace, protection of life and property, arrest of all violators of law, and the prevention and detection of crime. Other duties are incidental, and while it is necessary they should be performed with energy, promptness and fidelity, every member of the Police Force must constantly bear in mind that the welfare of the people of the city demands his earnest efforts to accomplish the above enumerated tasks. The following laws, regulations and instructions relative to arrests must be strictly adhered to in every particular by each and every member of the force :

b. "It is hereby made the duty of the police department and force, at all times of day and night, and the members of such force are hereby thereunto empowered to especially preserve the public peace, prevent crime, detect and arrest offenders, suppress riots, mobs and insurrections, disburse unlawful or dangerous assemblages, and assemblages which obstruct the free passage of public streets, sidewalks, parks and places; protect the rights of person and property, guard the public health, preserve order at elections and all public meetings and assemblages; regulate the movement of teams and vehicles in streets, bridges, squares, parks and public places, and remove all nuisances in the public streets, parks and public places, arrest all street mendicants and beggars; provide proper police attendance at fires; assist, advise and protect emigrants, strangers and travelers in public streets, at steamboat and ship landings, and at railroad stations; carefully observe and inspect all places of public amusement, all places of business having excise or other licenses to carry on any business; all houses of ill-fame or prostitution, and houses where common prostitutes resort or reside; all lottery offices, policy shops, and places where lottery tickets or lottery policies are sold or offered for sale; all gambling houses, cock pits, rat pits, and public common dance-houses, and to repress and restrain all unlawful or disorderly conduct or practices therein, enforce and prevent the violation of all laws and ordinances in force in said city; and for these purposes to arrest all persons guilty of violating any law or ordinance for the suppression or punishment of crimes or offenses." (Sec. 315 of Charter.)

c. "The several members of the police shall have power and authority to immediately arrest, without warrant, and take into custody, any person who shall commit, or threaten, or attempt to commit, in the presence of such member, or within his view, any breach of the peace or offense directly prohibited by act of the legislature, or by any ordinance made by lawful authority. The members of the police force shall possess in the City of New York, and in every part of this State, all the common law and statutory powers of constables, except for the service of civil process, and any warrant for search or arrest issued by any magistrate of this State, may be executed, in any part thereof, by any member of the police force, and all the provisions of sections 7, 8 and 9 of chapter 2, title 2, part 4 of the revised statutes in relation to the giving and taking of bail, shall apply to this chapter." (Sec. 337 of Charter.)

d. "In every case of arrest by any member of the police force the same shall be made known immediately to the superior on duty in the precinct wherein the arrest was made, by the person making the same, and it shall be the duty of the said superior, within twenty-four hours after such notice, to make written return thereof, according to the rules and regulations of the police department, with the name of the party arrested, the alleged offense, the time and place of arrest, and the place of detention. Each member of the police force, under the penalty of ten days' fine, or dismissal from the force, at the discretion of the police board, shall, immediately upon an arrest, convey in person the offender before the nearest sitting magistrate, that he may be dealt with according to law. If the arrest is made during the hours that the magistrate does not regularly hold court, or if the magistrate is not holding court, such offender may be detained in a precinct or station-house thereof until the next regular public sitting of the magistrate, and no longer, and shall then be conveyed, without delay, before the magistrate to be dealt with according to law. And it shall be the duty of the said police board, from time to time, to provide suitable rules and regulations to prevent the undue detention of persons arrested, which rules and regulations shall be as operative and binding as if herein specially enacted, subject, however, to the order of the court committing the person arrested." (Sec. 338 of Charter.)

e. Any Captain, Sergeant or Acting-Sergeant of Police is authorized to and must take bail for appearance before a competent and accessible Magistrate the next morning from any person arrested for a misdemeanor between 11 o'clock in the morning and 8 o'clock the next morning, just as soon as the person offers himself as bail for the person or persons arrested. When such Captain or Sergeant of Police or Acting-Sergeant of Police takes bail, he must take it by an undertaking in the form prescribed, executed in his presence by the defendant, and at least one surety, who must justify under oath, and for that purpose the officer may administer the oath. The amount of bail taken by a Captain or Sergeant of Police or Acting-Sergeant of Police must be as follows :

If the offense be the violation of a corporation ordinance, the amount of bail must be one hundred dollars, except that, if a conviction upon the charge would render the defendant liable only for a fine, the amount of the bail must be double the amount of the largest fine that could be imposed; if the con-

viction would render him liable to imprisonment for thirty days or less, the amount of bail must be two hundred dollars. In all other cases the amount of bail must be five hundred dollars. The form of the undertaking must be as provided by law.

The recognizance must be transmitted with the return to the Court (or Magistrate) the next morning; the facts of the arrest must be entered on the returns, as in all other cases of arrest.

f. It is the duty of members of the force to arrest all persons found committing any of the following offenses :

Selling or offering to sell, giving away, or offering to give away, or having in his or her possession, with or without intent to sell or give away, any obscene and indecent book, pamphlet, paper, drawing, lithograph, stereoscopic picture, model, cast, instrument, or article of indecent or immoral use, or medicine for procuring abortion.

g. It is not lawful to exhibit to the public in any building, garden, grounds, concert-room or other place or room within the City of New York, any entertainment of the stage or any equestrian circus or other dramatic performance; or any performance of jugglers, rope-dancing or acrobats until a LICENSE for the place of such exhibition for such purposes shall have been first had and obtained, as provided by law, and it is the duty of Policemen to enter, at any time, such places of amusement and to arrest any person or persons so offending, and to convey them forthwith before a City Magistrate.

h. The proprietor, occupant or lessee of any place where acrobatic exhibitions are held, who permits any person to perform on any trapeze, rope, pole or other acrobatic contrivance, without net-work or other sufficient means of protection from falling or other accident, is guilty of a misdemeanor, and Policemen learning or knowing of any commission of these offenses shall immediately arrest, or cause to be arrested, the person so offending.

i. When any member of the Police Force shall arrest any person for an offense, who, from being intoxicated, or from any other cause, is not in a condition to understand or answer questions, or comprehend the proceedings of the Court, such person shall be taken to the Station-house, and if clearly intoxicated, detained until sober, and shall then be taken to Court. If the case be not clearly a case of intoxication, but one which may require medical treatment, the Precinct Surgeon shall be promptly called, and the arrested party treated at the Station-house, or sent to a hospital, as the Surgeon

shall advise, and when restored to a fit condition shall be taken to the Court and charged with the offense for which said person was arrested; and while in hospital the arrested party shall be in the legal custody of the Police.

Wherever any member of the force shall find an unconscious person, and who is sent to a hospital in such condition, the commanding officer of the Precinct or Squad will cause inquiry to be made thereafter, to ascertain whether such person has regained consciousness, and if so, obtain name, age and residence, and such other facts as may be necessary of said person, and forward same to the Chief of Police.

If the party was arrested for the offense of intoxication and the Surgeon shall decide it not a case of intoxication, but that medical treatment is required, the party shall not be held in custody as a prisoner, but be sent to a hospital, or home (if the person's home can be ascertained and is not too far distant), as the Surgeon shall advise.

j. All persons arrested in the several Precincts, and by Sections or Squads, shall be taken to the Court or Courts, as shall be directed in Special Orders by the Chief of Police, as provided by law.

k. Where arrests are made of drivers of wagons containing the U. S. mails, or of other persons in charge of the U. S. mails, it shall be the duty of any member of the Police Force making such arrest to accompany such driver or other person to the Post-office, or to the destination of the mail wagon, within the city limits, and thence to the Station-house, in order that the mail matter may not be detained.

Where arrests are made for misdemeanor or violation of corporation ordinance of any omnibus driver, car driver, car conductor or motorman, while he is in charge of such omnibus, car or the horses attached thereto, he shall accompany his prisoner by the usual route of the omnibus or car to such stable or depot previous to taking him before a Magistrate.

When the arrest is for felony this rule is not to apply.

l. If at any time of the arrest a pistol of any description shall be found concealed on the person of or not carried openly by any one arrested, the officer making the arrest shall state such facts to the City Magistrate before whom the prisoner is taken, and shall make a separate complaint against such prisoner for violation of the laws relating to the subject.

m. The Captain or Sergeant in command shall give prisoners a receipt for all articles taken from them for safe keeping.

n. The officer in command of each Precinct shall, every morning, cause the prisoners who may have been arrested and detained at the Station-house of the Precinct the night previous, to be conveyed to the Police Court at the hour of the opening of such Court, at the same time transmitting a record of the complaint made, and he shall cause all property or money which shall be required as evidence to be conveyed to the Court.

o. Members of the force must not render any assistance in civil cases, except to prevent a breach of the peace, or to quell a disturbance actually commenced.

p. It shall be the duty of the commanding officers of Precincts and Squads to permit all persons arrested to communicate by letter or messenger with their friends, when the interest of justice will not thereby be defeated.

q. Each Roundsman and Patrolman shall at all times, when on patrol or special duty, have with him a small blank memorandum book, supplied at his own expense, in which he shall enter the names of persons arrested by him, and such particulars in each case as may be important on the trial of the cause; also all matters relative to the performance of his duties. At the close of each tour of duty he shall turn over said book to the Sergeant on desk duty for examination and certification by signature. Said Sergeant shall enter on the Blotter or other book of record, from such memorandum book, all matters required by the rules and regulations of the Department.

r. Members of the force (except those attached to the office of the Chief of Police and Courts of Justice) will not be allowed to apply for or execute a warrant of arrest or search, without the consent of their respective commanding officers.

s. The definitions and instructions relative to arrests contained in Appendix "A" to these rules shall be carefully studied by members of the force and acted upon by them as if they were incorporated in the body of the rules.

VIGILANCE AND ATTENTION TO DUTY.

RULE 47.

a. It is the duty of a Policeman at all times, both day and night, to preserve the peace, prevent crime, detect and arrest

offenders and enforce all laws and ordinances that relate to Police, Health and Criminal Procedure. While on patrol he shall constantly patrol his post; must not stand, walk or converse with Policemen or citizens, except on Police business; must not loiter, lounge or sit while on patrol, but will at all times maintain an erect, soldierly position. He shall devote his whole time and attention to the business of the Department, and is prohibited from following any other calling. Must not render any assistance in civil cases, except to preserve the peace, and must be a resident of the City of New York. He shall be civil and respectful to his officers, associates and citizens; when addressed by an officer or a citizen he will assume and maintain the position of attention during the conversation. While on patrol duty in the night time should frequently examine all doors, low windows, areas, area gates and gratings of buildings on his post; become acquainted by sight with all persons living or doing business on his post; be particular to note the time all persons of known bad character frequent his post; investigate all suspicious circumstances that may present themselves to him, such as hacks standing on his post or passing over his post at night without lamps lighted; persons passing late at night with bundles, or persons loitering about or acting in a suspicious manner. If on duty on a post where houses of ill-fame are suspected to exist, should be careful and restrain all acts of disorder, prevent soliciting from windows, doors or on the street, and arrest all persons found so doing; also carefully observe all suspected gambling houses or other places of a suspicious nature, obtain evidence as to the character and ownership of such houses, note by whom frequented and report result of his observation to his commanding officer.

b. When any person charges another with the commission of a crime, and insists that the person charged shall be taken into custody, and the circumstances appear to warrant an arrest, the Policeman shall require the accuser to accompany him as a witness, along with the accused, to a City Magistrate's Court or Station-house, as the case may be.

c. Patrolmen while on duty must not enter any house or leave their post, except in discharge of Police duty; and if required by any person under any circumstances to leave post in the discharge of Police duty, they will report the same to the first Roundsman or Sergeant whom they may meet thereafter, giving the time and circumstances of such call, and the

time of return to post; they will also make report at the Station-house.

d. Patrolmen detailed for special duty, unless otherwise individually ordered, will report themselves to the Captain or Sergeant in command of their respective Precincts or Squads each and every day.

e. Any member of the force, or Matron, absent from duty without leave, shall forfeit all pay for the time of such absence, and be fined, reprimanded or dismissed from the force at the discretion of the Police Board, except in case of sickness, when properly certified by a Police Surgeon.

f. No member of the force is liable to military or jury duty; neither is he liable to arrest on civil process, or to service of subpœnas from Civil Courts while actually on duty.

g. Whenever any person shall come into the charge of the Police by reason of illness or injury, and shall require aid or assistance, and the case is one which should be sent to hospital, such person shall be sent to the nearest hospital which will furnish ambulance service and has telegraph connection with the Police Department. Any reasonable request of a sick or injured person shall be given proper attention.

h. If any officer observes in the street anything of a dangerous character, or likely to occasion public inconvenience, or anything which seems to him irregular or offensive, he shall report the same immediately on his return to the Station-house, with full particulars of the case and his action thereon.

i. Members of the force must be vigilant in the matter of malignant, infectious or epidemic disease, and promptly report all such cases coming to their knowledge.

j. Captains will require Patrolmen of their respective commands, in addition to what is already required of such Patrolmen, to report to them daily all accidents that occur on any street, avenue or sidewalk that may come under their notice, whether on or off duty, whether within or without their own post, beat or Precinct. In such cases the Patrolman will ascertain and report the name, age, sex, nationality, residence and destination of the person injured; the approximate weight; whether married or single, sober or intoxicated; together with the date and precise place of the accident, the nature of the injury and the full particulars thereof, and a general description of the person or persons injured.

k. Captains shall require the Patrolmen also to collect at once from the by-standers the names and addresses of all persons who saw or know particularly concerning an accident,

and to report the same with his report of the accident itself. The reports themselves shall be forwarded daily by the Captain to the Chief of Police, who shall forward each morning to the Corporation Counsel the reports received the previous day; but no transcript shall be kept of the details of these reports other than the fact of the accident and the name of the person injured.

l. Captains will instruct the Patrolmen and officers of their Precincts to carefully observe whether street-lamps are lighted and burning. If any are found not burning, which are in condition to burn, they are to be immediately lighted by the Patrolmen. They shall further instruct the Patrolmen to report at the desk, at the expiration of each tour of night duty, all lamps (specifying the location of each) in condition to burn, found not burning, and the hour when the same was lighted by the Patrolmen; also, all lamps found broken or not in condition to burn, and the cause thereof, and location of each.

m. Captains will make report to the Chief of Police on Monday of each week, of all lamps not in condition to burn, and the cause thereof; and all in condition to burn found not burning and lighted by the Police, with the location of each; and the date and time (hour) each lamp was lighted.

n. Members of the force, in their respective Precincts, in case of any break or leakage of the water-pipes in the street, or in connection with any house, store or other building or premises, will notify the occupant thereof, as promptly as possible, of the existence of such break or leakage, and that the same must be repaired at once; and at once report the same to the officer in command, who will report the same to the Chief of Police.

o. Although the members of the force are by the rules and regulations of the service relieved at certain hours from the actual performance of duty on ordinary occasions, yet they are held to be at all times on duty, and must be prepared, while relieved as aforesaid, to act immediately on notice that their services are required.

CONDUCT AND DEPORTMENT.

RULE 48.

a. Members of the force will observe the following regulations as to conduct and deportment :

They are forbidden to solicit or sign petitions for or engage in efforts or use influence in aid of persons seeking appointment on the Police Force.

They shall report their places of residence with particularity and every change thereof within twenty-four hours after such change is made.

They shall not wilfully maltreat or use unnecessary violence to any person, prisoner or otherwise.

While in uniform they shall not carry umbrellas or walking canes.

They shall not apply for warrants for assault upon themselves without written permission of the Chief or Deputy Chief of Police.

b. All bodies of Policemen when going to or returning from any duty shall be marched in military order.

They shall not make arrests in their own quarrels or those of their families, except under grave circumstances, such as would justify them in using measures of self-defense.

They are prohibited from influencing or attempting to do so, by threat or otherwise, the business of any citizen.

c. The right of every member of the Police Force to entertain political or partisan opinions, and to express the same freely when such expression shall not concern the immediate discharge of his official duties, and also the right of the elective franchise, will be deemed sacred and inviolate; but no member of the force will be permitted to be a delegate or representative to or take part in any convention held for the nomination of candidates for political office. Upon the days of elections for public offices, held under the Laws of the State, he shall, whether specially assigned to attend the polls or otherwise, do all within his power to preserve the peace, protect the integrity of the ballot-box, enforce the right of lawful voters and prevent illegal and fraudulent voting.

Members of the Police Force shall not engage or take part in the public discussion of any question or matter of any kind or character upon which a diversity of opinion exists in the public mind, or which is calculated to create a division of sentiment in the community.

d. Every member of the force when entering upon duty must be neat in person; his clothes and boots clean, and his uniform in conformity with the rules. At all times when in uniform he shall be dressed in like manner, unless on account of the weather or other sufficient cause arising out of the immediate discharge of duty his dress becomes soiled or deranged, in

which case it shall be put in proper order as soon as circumstances will permit.

e. The use of tobacco in any form by members of the force or probationary Patrolmen, while at the School of Instruction, at any drill-room, while attending Court at the Central Office, in the dormitories at the Station-houses, or smoking in the stables of the Mounted Force is prohibited.

No member of the force shall, in the Station-house or elsewhere, while on duty, or while in uniform off duty, DRINK ANY KIND OF INTOXICATING LIQUOR, or SMOKE, or (except in the immediate performance of duty) ENTER ANY PLACE IN WHICH ANY KIND OF INTOXICATING DRINK MAY BE SOLD OR FURNISHED. No liquor or intoxicating drink shall, upon any pretext, be introduced into the Station-house, except for medicinal purposes, and then only when ordered by a Police Surgeon; nor shall smoking be allowed at any time in the public office of a Station-house.

f. Members of the force will furnish themselves with good and comfortable beds, for use in the respective Station-houses to which they belong, which they are to keep clean and in good order, and cause to be regularly and carefully made up, once each day. The sheets and pillow-slips to be changed at least once each week. Each Patrolman shall have a tag fastened to the foot of his bed, showing his name and the number of his closet.

g. Members of the Police Force are required to speak the truth at all times whether under oath or otherwise; in cases where they are not allowed by the rules of the service to divulge the facts within their knowledge, they will say nothing. When called upon to give evidence or make any deposition, they are under the direction of the Court, and in response to questions asked they shall state, in a clear and distinct voice, truly, all they know respecting the matter inquired of, without fear or reservation, and without any desire or design to influence the result.

h. No member shall communicate to any person any information which may enable persons to escape from arrest or punishment, or that may enable them to dispose of or secrete any goods or other valuable things, stolen or otherwise unlawfully obtained. Nor shall he COMMUNICATE ANY INFORMATION RESPECTING ANY SPECIAL ORDERS HE MAY HAVE RECEIVED, EXCEPT WITH THE PERMISSION AND DIRECTION OF HIS SUPERIORS IN OFFICE.

i. Punctual attendance, prompt obedience to orders, con-

formity to the rules and regulations of the Department, are required and will be rigidly enforced.

j. Each member of the force, in his conduct and department, must be quiet, civil and orderly. In the performance of duty he must maintain decorum, attention, command of temper, patience and be discreet. At all times refrain from harsh, violent, coarse, profane or insolent language, and, when required, act with firmness and sufficient energy to perform his duty. Whenever a question is put to them by any person they are not to answer it in a short or abrupt manner, but with the greatest possible attention; at the same time they are to avoid as much as possible entering into unnecessary conversation with any one. They shall, in a respectful manner, give their name and number to all persons who may inquire, and not use their baton except in urgent cases.

k. Courtesy in the intercourse between officers and members of the force promotes discipline and tends to produce mutual respect. A Patrolman in full or partial uniform, on meeting or passing a Commissioner, the Chief of Police, a Deputy Chief of Police, an Inspector, a Captain, a Sergeant, a Roundsman of his Precinct or a Captain, Sergeant or Roundsman of another Precinct, when he is in uniform, shall salute him in the manner hereinafter specified.

It is the duty of the subordinate to offer first the prescribed salutation, and of the superior to return it.

The salute will be made by raising the right hand smartly till the forefinger touches the lower part of the head-dress, above the right eye, thumb and fingers extended and joined, palm to the left, forearm inclined at about 45 degrees, hand and wrist straight. (Two) Drop the arm quietly by the side. Patrolmen salute with the hand farthest from the person entitled to the salute.

Men in the ranks will not salute unless ordered to do so by the officer in command.

Members of the force on duty in citizens' dress are not required to salute.

Upon entering the offices of the Commissioners, Chief of Police, Deputy Chief of Police, or the Inspectors, members of the force will salute by removing their hats.

Upon the visit of any Police Commissioner or superior officer of the force at any Station-house or Squad Office, the members of the force therein assembled shall come to attention.

Members of the force on mounted duty shall salute their superior officers as in this rule provided.

GENERAL RULES.

RULE 49.

a. The Police Force of the City of New York consists of and shall rank in the following order :

Chief of Police,
Deputy Chief of Police,
Inspectors,
Captains,
Sergeants,
Roundsmen,
Patrolmen,
Doormen,
Telegraph Force, and
Surgeons,

—to the number of each as shall be authorized by law.

b. In case of fire or disturbance in any Precinct, the ranking officer in grade or seniority of each Precinct present shall have command of the force detailed thereto; if the fire or disturbance extends to more than one Precinct the ranking officer present shall command.

On all occasions when bodies of the force are to act in concert, Captains, Sergeants, Roundsmen and Patrolmen will obey the orders as the Chief, Deputy Chief or District Inspector may convey to them by such aids as may have been selected.

On all occasions when the Reserve Force have been on duty, the officer in command, immediately on their return to the Station-house, shall call the roll to ascertain who, if any, have been or are absent.

c. When a member of the force is unfit to be entrusted with the exercise of the powers of a Policeman, the commanding officer of the Precinct or Squad to which such member is attached, will at once report the facts of the case to the Chief of Police, who will suspend such member of the force in accordance with the provisions of law, and report such suspension to the Police Board at its next ensuing meeting.

d. Members of the Police Force when in attendance for the purpose of appearing as witnesses before the Grand Jury, must not leave the waiting-room before they are called for examination or otherwise authoritatively relieved.

Members of the force who may be charged with or arrested for alleged misdemeanors shall, in writing, before the Magistrate, elect to be tried by the Court of General Sessions, to the end that a Grand Jury investigation may be had.

They must not compound any offense committed against their person or property, or withdraw any complaint, unless permitted by the Chief of Police.

e. Any person, except as hereinafter mentioned, not provided with the approved badge, must be excluded from and not allowed to pass within the Police lines at fires.

The fire-line badge does not, under any circumstances, authorize admission to buildings, and any one attempting to use it for that or any other purpose than obtaining admission to the streets within the fire lines, must have the badge taken from him and be ejected from the lines.

This rule shall not apply to the Mayor, members of the Municipal Assembly, heads of departments, uniformed Firemen and insurance Patrolmen, or to the officials of the Fire Department carrying their badge of office.

f. No person connected with the Police Force shall be a member of any fire or military company, nor be allowed to go on target excursions, except by permission of the Police Board.

g. It shall be the duty of all officers and men of the Police Department to co-operate with the officers and men of the Fire Department for the protection of life and property at fires.

If it shall appear at any time to the officer in command of the Police Force at a fire, or if he shall be notified by the officer in command of the forces of the Fire Department that by reason of danger from unsafe or falling walls, spread of fire, explosions, or from any other cause, it is necessary that travel through any of the streets adjacent to the fire shall be stopped, said officers shall at once adopt such measures as may be necessary to avert such danger.

In carrying out this rule care must be taken that the rights and privileges of citizens, business interests or public travel and traffic shall not be interfered with and obstructed any longer than public safety may require.

h. In case of the death of any member of the force, the Captain or officer in command of the Precinct to which he belonged shall immediately report his death, in writing, to the Chief of Police, and transmit to the Chief Clerk, the manual, shield, fire key and transportation certificate of the deceased member.

i. Whenever the dead body of an unknown person is found in the water or in or upon any street, alley, park, pier, public or other place in the City of New York, or comes to the notice or observation of any member of the force, such member

shall immediately ascertain full particulars in connection therewith, and obtain full and complete description of body and clothing, contents of pockets, etc., and any marks by which such body may be identified, make immediate report at the Station-house and cause such body to be removed and deposited at the Morgue or otherwise disposed of. Notice thereof shall be given without delay at the Coroner's Office, and a report of the circumstances of the case made to the Chief of Police.

j. The members of the Police Force are forbidden to play at any game of cards in a Station-house, or to meet at any other place for the purpose of playing cards, while in uniform. The games allowed at the Station-house are chess, dominoes and draughts. The playing of any game of chance for stakes or wagers is positively prohibited, and no game of chance shall be played in any Station-house, except in the sitting-room thereof. Each and every member of the Police Force is required to report any violation of this rule. All games on Sunday are prohibited.

k. Whenever a member of the Police Force appears to be under the influence of liquor, or unfit for duty, the officer in command of him at any time shall, if practicable, in addition to other examinations, also procure a medical examination of such member and written report thereon by one of the Police Surgeons, and if such examination be had, shall transmit to the Chief of Police the written opinion of such Surgeon and enter the contents of such opinion upon the Blotter.

l. The practice of public employees of selling or assigning their monthly salaries to money brokers, and giving powers of attorney for the collection thereof, is detrimental to the efficiency of that branch of the public service in which it prevails. Members of the Police Department and Force are prohibited from so selling or assigning their salaries; disbursing officers are prohibited from paying salary, or any part thereof, to any person except the member of the force entitled thereto. Violation of this rule shall subject the offender to charges and punishment.

m. It is the duty of any member of the Police Force who shall discover any balcony or ladder of any fire-escape encumbered, to notify the occupant or occupants of the premises of which such fire-escape forms a part, to remove such obstructions, and if not complied with, to obtain warrants for the arrest of parties so notified, and the officer will, when giving notice for removal of obstructions, take memorandum,

setting forth the name of parties notified, the time and date such notice was given and report the same to the officer in charge of the desk at the Station-house, who will make full entry of the report on the Blotter.

n. The ends of justice are often defeated in cases of homicide owing to the insufficiency of evidence. It is the duty of members of the force to be particularly careful to note all the declarations of persons who have been victims of murderous assault. Commanding officers of Precincts and Squads are charged with the duty of frequently calling attention to this subject, and giving instructions to the members of their command as to their specific duty in this connection.

o. No members of the force shall, under any circumstance whatever, loan money to or borrow money of, or otherwise become indebted, directly or indirectly, to any other member of the force.

p. The members of the force shall give efficient aid to the members and agents of "The American Society for the Prevention of Cruelty to Animals," in all lawful efforts to enforce the laws enacted for the protection of dumb animals. It is their duty as Policemen, in every case of cruelty to animals occurring in their view or to which their attention shall be called by any person willing to make the charge, to promptly arrest the offending person, and cause such person to be arraigned and prosecuted before the proper Magistrate.

Members of the force will arrest any person who abandons or attempts to abandon any animal to die, and to report all facts therewith at the Station-house and to the above Society.

Commanding officers will instruct the members of the force to render every legal assistance to the above society and its officers while engaged in the rightful performance of their duty under the law.

q. Every ambulance or other vehicle used for the transportation of sick and wounded persons or animals shall be entitled to the right-of-way over all other vehicles upon every public street, highway and place. Any person who shall wilfully interfere with or retard or obstruct or impede the progress of any such ambulance or vehicle thereon, or who shall wilfully injure the same, or wilfully drive any vehicle into collision therewith, shall be guilty of a misdemeanor.

Members of the force shall, when called upon, aid the persons in charge of such ambulance or vehicle in placing sick or wounded persons or animals therein, and in the enforcement of the provisions of the laws relating to ambulances.

Nothing in this rule contained shall affect the existing right-of-way of the United States Mail, or of the officers, men and fire apparatus of the Fire Department or Insurance Patrol.

r. Officers will promptly report the name and residence of the owners of unlicensed dogs at the Station-house, and forward a written report to the above society, without delay.

s. No erasures are to be made in any of the books, reports or documents connected with the duties of the Police Department. If any error be discovered in such books, reports or documents, it is to be altered and corrected by drawing a red ink line neatly across the entry and substituting the correction above it.

t. The Christian and surname shall be plainly written in full, and the rank affixed in all Police records, reports and communications, by members of the force, officers and clerks. Middle names shall be represented by initial letters.

u. Members of the force will carefully keep the manual in their possession, thoroughly examining and studying the same in order that they may become familiar with the rules and regulations of the service, and with their respective duties under them.

v. The members of the Police Force shall be drilled in such manner, and at such hours and places, as the Chief of Police may designate, subject to the approval of the Board.

w. Members of the Police Force while riding on any surface or elevated car in this city, and in uniform, are forbidden to occupy a seat in such car while any other person is obliged to stand because of lack of seats.

APPENDIX "A."

DEFINITIONS AND INSTRUCTIONS RELATIVE TO ARRESTS.

1. A peace officer is a sheriff of a county, his under-sheriff, deputy or a constable, marshal, police constable, special patrolman or POLICEMAN of a city, town or village.

2. A crime is an act or omission forbidden by law, and punishable upon conviction, by—death, imprisonment, fine, removal from office, disqualification to hold any office of trust, honor or emolument under the State, or other penal discipline.

A crime is either a felony or a misdemeanor.

A felony is a crime which is, or may be, punishable by either death or imprisonment in a State Prison; any other crime is a misdemeanor.

ARRESTS BY AN OFFICER UNDER A WARRANT.

3. An arrest is the taking of a person into custody, that he may be held to answer for a crime.

An arrest may be by a peace officer, under a warrant; or without a warrant, and such warrant must be directed to and executed by a peace officer.

If the crime charged be a felony, the arrest may be made on any day or night; if it be a misdemeaner the arrest cannot be made on Sunday, or at night, unless by direction of the Magistrate indorsed upon the warrant.

4. An arrest is made by an actual restraint of the person of the defendant, or by his submission to the custody of the officer; and he is not to be subjected to any more restraint than is necessary for his arrest and detention.

5. The defendant must be informed by the officer that he acts under the authority of a warrant, and he must also show the warrant if required; if after notice of intention to arrest the defendant, he either flee, or forcibly resist, the officer may use all necessary means to effect the arrest.

6. The officer may break open an outer or inner door or window of any building to execute the warrant if, after notice of his authority and purpose, he be refused admittance, or he may so force entrance for the purpose of liberating a person who, having entered for the purpose of making an arrest, is detained therein, or when necessary for his own liberation.

7. Every person must aid an officer in the execution of a warrant, if the officer requires such aid, and be present and acting in its execution.

Arrest by an Officer Without a Warrant.

8. A peace officer may, without a warrant, arrest a person for a crime committed or attempted in his presence; when the person arrested has committed a felony, although not in his presence; or when a felony in fact has been committed, and he has reasonable cause for believing the person to be arrested to have committed it.

9. To make an arrest, as provided in the last section, the officer may break open an outer door or inner door or window of a building, if after notice of his office and purpose he be refused admittance.

10. He may also, at night, without a warrant, arrest any person whom he has reasonable cause for believing to have committed a felony, and is justified in making the arrest, though it afterward appear that a felony had been committed, but that the person arrested did not commit it.

11. When arresting a person without a warrant the officer must inform him of the authority of the officer and the cause of the arrest, except when the person arrested is in the actual commission of a crime, or is pursued immediately after an escape.

12. A peace officer may take before a Magistrate a person who, being engaged in a breach of the peace, is arrested by a bystander and delivered to him.

13. If a person arrested escape or be rescued, the officer from whose custody he escaped, or was rescued, may immediately pursue and retake him at any time and in any place in the State. To retake the person escaping or rescued, the person pursuing may, after notice of his intention and refusal of admittance, break open an outer or inner door or window of a building.

14. If the crime charged in the warrant be a felony, the officer making the arrest must take the defendant before the Magistrate who issued the warrant; if that Magistrate be absent or unable to act, the defendant shall be taken before the nearest or most accessible Magistrate in the same county. The officer must at the same time deliver to the Magistrate the warrant with his return indorsed and subscribed by him.

If the crime charged in the warrant be a misdemeanor, and the defendant is arrested in another county, the officer must,

upon being required by the defendant, take him before a Magistrate in that county, where, if the defendant be admitted to bail, the Magistrate must certify that fact on the warrant, and deliver the warrant and undertaking on bail to the officer having charge of the defendant. The officer must then discharge the defendant from arrest, and, without delay, deliver the warrant and undertaking to the Magistrate before whom the defendant is required to appear.

15. If, on the admission of the defendant to bail, as provided in the previous section, bail be not forthwith given, the officer must take the defendant before the Magistrate who issued the warrant, or some other Magistrate in the same county, as provided in section 164 of the Code of Criminal Procedure.

16. The defendant must in all cases be taken before the Magistrate without unnecessary delay, and he may give bail at any hour of the day or night. In the City of New York, a police magistrate to be designated from time to time by the mayor of the city, must be in attendance at the police headquarters of the city from four o'clock in the afternoon of each day to ten o'clock the next morning to take bail in proper cases, if bail be offered.

17. If the warrant be issued by a judge of any Court having competent jurisdiction in the City of New York, it may be directed generally to any peace officer in the State, and may be executed by any of those officers to whom it may be delivered.

If it be issued by any other magistrate, it may be directed generally to any peace officer in the county in which it is issued, and may be executed in that county; or if the defendant be in another county, it may be executed therein, upon the written direction of a Magistrate of such other county, indorsed upon the warrant, signed by him with his name of office, and upon the warrant, signed by him with his name of office, and dated at the city, town or village where it is made, to the following effect: " This warrant may be executed in the County of Monroe " (or as the case may be).

18. If the crime charged against a prisoner be a misdemeanor, he is entitled to be bailed as a matter of right before conviction.

LIST OF PRINCIPAL FELONIES.

Abduction.
Abortion.
Aiding felons to escape.
Arson.
Attempted suicide.
Bigamy.
Blackmail.
Bribery.
Burglary.
Carrying burglars' tools.
Conspiracy.
Counterfeiting.
Crime against nature.
Embezzlement.
False pretense.
Felonious assault.
Forgery.
Grand Larceny.
Homicide.
Incest.
Keeping gambling house.
Libel.
Manslaughter.
Mayhem.
Passing counterfeit money.
Perjury.
Rape.
Receiving stolen goods.
Robbery.
Seduction.
Selling pools on races.
Sodomy.
Violation of Election Law.

LIST OF MOST FREQUENT CASES OF MISDEMEANOR.

Abandonment.
Assault in third degree.
Attempt at pocket-picking.
Carrying concealed weapons.
Cruelty to animals.
Discharging fire-arms of any description.
Disorderly conduct.
Disorderly persons.
Extortion.
Gambling.
Indecent exposure of person.
Intoxication.
Keeping disorderly house.
Malicious mischief.
Petit larceny.
Selling lottery or policy tickets.
Vagrancy.
Violations of Liquor Tax Law.
Violations of Sunday Law.
Violations of Corporation ordinances.
Violations of Health Laws and ordinances.

APPENDIX "B."

NUMBER AND LOCATION OF STATION-HOUSES AND BOUNDARIES OF PRECINCTS.

FIRST PRECINCT, Old Slip—
Staten Island Ferry, State street (including Bowling Green Park), Broadway, Fulton street, East river to Staten Island Ferry.

SECOND PRECINCT, Liberty and Church street—
North river, Warren street, Broadway, State street, Whitehall street to Staten Island Ferry.

THIRD PRECINCT, City Hall—
Chambers street, Centre street, Park Row, Broadway.

FOURTH PRECINCT, Washington and Nassau street, Borough of Brooklyn—
All New York and Brooklyn Bridge, from High street, Borough of Brooklyn, to Park Row, Borough of Manhattan.

FIFTH PRECINCT, No. 9 Oak street—
East river, Fulton street, Broadway, City Hall Square, Tryon Row, Centre street, New Chambers street, Park Row, Chatham Square, Catharine street.

SIXTH PRECINCT, Nos. 17 and 19 Elizabeth street—
Broadway, Howard street, Hester street, Bowery, Chatham Square, Park Row, Chambers street.

SEVENTH PRECINCT, Madison street—
Scammel street, Gouverneur Slip, East river, Catharine Slip, Catharine street, Chatham Square, Division street, Essex street, Hester street.

EIGHTH PRECINCT, Nos. 17 and 19 Leonard street—
Canal street, North river, Houston street and Broadway.

NINTH PRECINCT, Nos. 135 and 137 Charles street—
Houston street, Hancock street, Bleecker street, Carmine street, Sixth avenue, Fourteenth street, North river.

TENTH PRECINCT, Nos. 24 and 26 Macdougal street—
Canal street, North river, Houston street, Broadway.

ELEVENTH PRECINCT, No. 205 Mulberry street—
Broadway, Howard street, Centre street, Hester street, Bowery and Bleecker street.

TWELFTH PRECINCT, Nos. 105 and 107 Eldridge street—
Houston street, Clinton street, Rivington street, Norfolk street, Hester street, Division street, Bowery.

THIRTEENTH PRECINCT, Attorney and Delancey streets—
Rivington street, East river, Gouverneur Slip, Water street, Scammel street, Division street, Hester street, Norfolk street.

FOURTEENTH PRECINCT, Union Market, East Houston and Sheriff streets—
Rivington street, Clinton street, East river, Fourteenth street and Avenue B.

FIFTEENTH PRECINCT, First avenue and Fifth street—
Houston street, Bowery, Fourth avenue, Fourteenth street and Avenue B.

SIXTEENTH PRECINCT, No. 253 Mercer street—
Houston street, Broadway, Bleecker street, Bowery, Fourth avenue, Fourteenth street, Sixth avenue, Carmine street, Hancock street.

SEVENTEENTH PRECINCT, No. 230 West Twentieth street—
Fourteenth street, Seventh avenue, Twenty-seventh street, North river.

EIGHTEENTH PRECINCT, No. 327 East Twenty-second street—
Fourteenth street, Fourth avenue, Twenty-seventh street, First avenue, Twenty-sixth street and East river.

NINETEENTH PRECINCT, West Thirtieth street—
Fourteenth street, Seventh avenue, Forty-second street, Fourth avenue.

TWENTIETH PRECINCT, No. 434 West Thirty-seventh street—
Twenty-seventh street, Seventh avenue, Forty-second street, North river.

TWENTY-FIRST PRECINCT, No. 160 East Thirty-fifth street—
Fourth avenue, Forty-second street, East river, Twenty-sixth street, First avenue, Twenty-seventh street.

TWENTY-SECOND PRECINCT, Nos. 345 and 347 West Forty-seventh street—
Sixth avenue, Fifty-ninth street, North river, Forty-second street.

TWENTY-THIRD PRECINCT, Grand Central Station—
Forty-second street, Vanderbilt avenue, Forty-fifth street, Depew place.

TWENTY-FOURTH PRECINCT, No. 163 East Fifty-first street—
Vanderbilt avenue, Forty-fifth street, Depew place, Forty-second street, East river, Fifty-ninth street, Sixth avenue.

TWENTY-FIFTH PRECINCT, No. 153 East Sixty-seventh street—
Fifty-ninth street, East river, Seventy-ninth street, Fifth avenue, including Blackwell's Island.

TWENTY-SIXTH PRECINCT, No. 150 West Sixty-eighth street—

Fifty-ninth street, Eighth avenue, Eighty-sixth street, North river.

TWENTY-SEVENTH PRECINCT, The Arsenal, Central Park—

Fifty-ninth street, Fifth avenue, One Hundred and Tenth street, Eighth avenue.

TWENTY-EIGHTH PRECINCT, No. 432 East Eighty-eighth street—

Seventy-ninth street, East river, Ninety-sixth street, Fifth avenue.

TWENTY-NINTH PRECINCT, East One Hundred and Fourth street—

Ninety-sixth street, Fifth avenue, One Hundred and Tenth street, Lenox avenue, One Hundred and Sixteenth street, including Ward's Island.

THIRTIETH PRECINCT, No. 134 West One Hundredth street—

Eighty-sixth street, Central Park, West, One Hundred and Tenth street, North river.

THIRTY-FIRST PRECINCT, No. 438 West One Hundred and Twenty-fifth street—

One Hundred and Tenth street, Lenox avenue, One Hundred and Forty-fifth street, North river.

THIRTY-SECOND PRECINCT, No. 148 East One Hundred and Twenty-sixth street—

One Hundred and Sixteenth street, Lenox avenue, One Hundred and Forty-fifth street, Harlem river, Randall's Island.

THIRTY-THIRD PRECINCT, One Hundred and Fifty-second street and Amsterdam avenue—

One Hundred and Forty-fifth street, Harlem river, Sherman's Creek, Inwood street, Hudson river.

THIRTY-FOURTH PRECINCT, High Bridge—

Harlem river, Fordham Landing road, Jerome avenue, Cromwell's Creek.

THIRTY-FIFTH PRECINCT, Alexander avenue and One Hundred and Thirty-eighth street—

One Hundred and Forty-ninth street, N. Y. C. & H. R. R. R., Cromwell's Creek, Harlem river, Bronx river.

THIRTY-SIXTH PRECINCT, One Hundred and Sixtieth street and Third avenue—

One Hundred and Forty-ninth street, N. Y. C. & H. R. R. R., Cromwell's Creek, Jerome avenue, One Hundred and Seventieth street, Franklin avenue, Jefferson avenue, Boston road, Union avenue, Bronx river, Long Island Sound.

THIRTY-SEVENTH PRECINCT, One Hundred and Seventy-seventh street and Bathgate avenue—

Westchester avenue, Home street, Union avenue, Boston road, Jefferson street, Franklin avenue, One Hundred and Seventieth street, Jerome avenue, High Bridge road, Kingsbridge road, Pelham avenue, Southern Boulevard, Main street, West Farms road, Bronx river.

THIRTY-EIGHTH PRECINCT, Main street, Westchester—

Bronx river, Long Island Sound, City line, Hutchinson river, Gibens Creek, Pelham Parkway, including City Island, Hart's Island and High Island.

THIRTY-NINTH PRECINCT, Wakefield—

Jerome avenue, Mount Vernon avenue, City line, Bronx river, Hutchinson river, Gibens Creek, Pelham Parkway, Old Boston Post road, Williamsbridge road, White Plains road, Olin avenue, Gun Hill road.

FORTIETH PRECINCT, Kingsbridge—

Jerome avenue, Mount Vernon avenue, City line, Hudson river, Inwood street, Sherman Creek, Harlem river, Fordham Landing road.

FORTY-FIRST PRECINCT, Bronx Park—

Kingsbridge road, High Bridge road, Jerome avenue, Gun Hill road, Olin avenue, White Plains road, Williamsbridge road, Old Boston Post road, Unionport road, Morris Park avenue, West Farms road, Main street, Fordham Square.

FORTY-SECOND PRECINCT, Pier "A," North river—

Steamer "Patrol." Its jurisdiction will extend to all the water-course immediately adjacent to New York City, excepting those that are specifically described as belonging to a Precinct.

FORTY-THIRD PRECINCT, southwest corner Fourth avenue and Forty-third street—

New Utrecht avenue, Fort Hamilton avenue, Gravesend avenue, Twentieth street, Seventh avenue. Twenty-third street, Gowanus Bay, Sixty-fifth street, Manhattan Beach Railroad.

FORTY-FOURTH PRECINCT, northeast corner Fifth avenue and Sixteenth street—

Ninth avenue, Twentieth street, Seventh avenue, Twenty-third street, New York Bay, Gowanus Canal, Third street.

FORTY-FIFTH PRECINCT, southeast corner Richards avenue and Rapelyea street—

Gowanus Canal, Fifth street, Smith street, Fourth place, Hamilton avenue, Hicks street, Sackett street, East river, Gowanus Bay.

FORTY-SIXTH PRECINCT, northeast corner Sixth avenue and Bergen street—

Fulton street, Vanderbilt avenue, Circle road, Ninth avenue, Third street, Gowanus Canal, Nevins street.

FORTY-SEVENTH PRECINCT, Nos. 17 and 19 Butler street—

Nevins street, Butler street, Gowanus Canal, Fifth street, Fourth place, Hamilton avenue, Hicks street, Sackett street, Henry street, Atlantic avenue.

FORTY-EIGHTH PRECINCT, Emmit street, corner of Amity street—

Henry street, State street, Hicks street, Joralemon street (both sides), Furman street (both sides) to north side of Montague street, Bridge of Ferry Slip, New York Bay, Sackett street.

FORTY-NINTH PRECINCT, Nos. 318 to 322 Adams street—

Atlantic avenue, Henry street, State street, Hicks street, Columbia Heights, Orange street, Nassau street, Hudson avenue, Nevins street.

FIFTIETH PRECINCT, Nos. 49 and 51 Fulton street—

Navy Yard, East river, Montague street, Furman street, Orange street, Nassau street.

FIFTY-FIRST PRECINCT, Grand avenue and Park place—

Vanderbilt avenue, Circle road, Eastern Parkway, Washington avenue, Washington place, Flatbush avenue, Malbone street, Nostrand avenue, Fulton street.

FIFTY-SECOND PRECINCT, Atlantic and Schenectady avenues—

Fulton street, Ralph avenue Eastern Parkway, New York avenue, Malbone street, Nostrand avenue.

FIFTY-THIRD PRECINCT, Miller and Liberty avenues—

Vesta avenue, Fresh Creek, Jamaica Bay to former boundary line of Brooklyn, Cypress Hills Cemetery to south side of Myrtle avenue, Fresh Pond road, Cypress avenue, Vermont street, Highland Boulevard, Bushwick avenue and Gillen place, Jamaica avenue, Fulton street.

FIFTY-FOURTH PRECINCT, Ralph avenue and Quincy street—

Stuyvestant avenue, De Kalb avenue, Evergreen avenue. Manhattan Beach Railroad, Furman avenue, Bushwick avenue, Gillen place, Jamaica avenue, Fulton street.

FIFTY-FIFTH PRECINCT, Gates and Throop avenues—
Bedford avenue, Fulton street, Stuyvestant avenue, De Kalb avenue.

FIFTY-SIXTH PRECINCT, De Kalb and Classon avenues—
Myrtle avenue, Bedford avenue, Fulton street, Hudson avenue.

FIFTY-SEVENTH PRECINCT, Clermont and Flushing avenues—
Myrtle avenue, Bedford avenue, Flushing avenue, Classon avenue, Wallabout Canal, along Navy Yard Wall to Flushing avenue, Nassau street, Hudson avenue.

FIFTY-EIGHTH PRECINCT, Tompkins and Vernon avenues—
Broadway, De Kalb avenue, Bedford avenue, Flushing avenue.

FIFTY-NINTH PRECINCT, Lee avenue and Clymer street—
Flushing avenue, Classon avenue, Hewes street, Wallabout Canal, East river, South Eighth street, Kent avenue, Broadway.

SIXTIETH PRECINCT, Bedford avenue and North First street—
Union avenue, Bushwick Creek, East river, South Eighth street, Kent avenue, Broadway.

SIXTY-FIRST PRECINCT, Manhattan and Greenpoint avenues—
Driggs avenue, Bushwick Creek, East river, Newtown Creek.

SIXTY-SECOND PRECINCT, Humboldt and Herbert streets—
Driggs avenue, Union avenue, Grand street, Newtown Canal, Newtown Creek.

SIXTY-THIRD PRECINCT, Stagg street and Bushwick avenue—
Grand street, Newtown Canal, former City line of Brooklyn, Flushing avenue, Broadway, Union avenue.

SIXTY-FOURTH PRECINCT, De Kalb and Hamburg avenues—
Flushing avenue, Metropolitan avenue, Fresh Pond road, Cypress avenue, Vermont street, Highland Boulevard, Bushwick avenue, Furman street, Manhattan Beach Railroad, Evergreen avenue, De Kalb avenue, Broadway.

SIXTY-FIFTH PRECINCT, Eastern Parkway, near Osborne street—
Fulton street, Vesta avenue, New Lots road, Flatlands road, Hunterfly road, Parkway, Ralph avenue.

SIXTY-SIXTH PRECINCT, Canarsie Village—
New Lots road, Fresh Creek, Jamaica Bay, Bedford Creek, Flatlands road to Vesta avenue, including Ruffle Bar, Barren Island.

SIXTY-SEVENTH PRECINCT, Grand street, Flatbush avenue—

Malbone street, East New York avenue, Hunterfly road, Flatlands road, Bedford Creek, Jamaica Bay, Flatbush avenue, Magaw's lane, Ocean avenue, Fort Hamilton avenue, Flatbush avenue.

SIXTY-EIGHTH PRECINCT, Voorhes avenue and Shore road, Sheepshead Bay—

Ocean avenue, Bay avenue, Avenue N, east side of Ocean Parkway, Atlantic Ocean, Jamaica Bay, Garritson's Creek to Flatbush avenue.

SIXTY-NINTH PRECINCT, West Eighth street and Surf avenue—

Ocean Parkway, Avenue N, Sixtieth street, Twenty-second avenue, Stillwell avenue, Coney Island Creek, Gravesend Bay, Atlantic Ocean.

SEVENTIETH PRECINCT, Nineteenth avenue, between Bath and Benson avenues—

Coney Island Creek, Stillwell avenue, Twenty-second avenue, Sixtieth street, New Utrecht avenue, Manhattan Beach Railroad, Thirteenth avenue, Eighty-sixth street, Fourteenth avenue, Gravesend Bay.

SEVENTY-FIRST PRECINCT, Eighty-sixth street and Fort Hamilton avenue—

All the territory of the Thirtieth Ward of the former City of Brooklyn (Town of New Utrecht) lying south of the line of New York and Sea Beach Railroad and west of Thirteenth avenue, Eighty-sixth street and Fourteenth avenue and bounded on the west and southwest by Gravesend Bay.

SEVENTY-SECOND PRECINCT, premises, with the dwelling and stable thereon erected, lying in the Twenty-ninth Ward of the former City of Brooklyn, on Coney Island avenue, near Foster avenue—

Contains the Prospect Park Parade Grounds.

Beginning at west side of Parade place and north side of Caton avenue to Coney Island avenue, both sides, to Fifteenth street, both sides, to Ninth avenue, to Twentieth street, both sides, to Gravesend avenue, both sides, to Fort Hamilton avenue, both sides, to Thirty-seventh street and centre line to New Utrecht avenue, to Avenue N, to Ryder avenue and Elm avenue, to Bay avenue, to Ocean avenue, Fort Hamilton avenue, both sides, west side of Parade place.

SEVENTY-THIRD PRECINCT, Prospect Park—

Fifteenth street and east side of Coney Island avenue, to north side of Caton avenue, to west side of Parade place, to north side of Fort Hamilton avenue, to west side of Ocean avenue, to west side of Flatbush avenue, to north side of Washington avenue, to south side of Eastern Parkway, Circle road, to intersection of Union street and Ninth avenue, east side of Ninth avenue to north side of Fifteenth street.

SEVENTY-FOURTH PRECINCT, corner Crescent and Grand avenues—

Webster avenue, Jackson avenue, Woodside avenue, Middleburg avenue, Mott's road, Shell road, Train Meadow road, Jackson avenue, Flushing Bay to Bowery Bay, and Long Island Sound and East river.

SEVENTY-FIFTH PRECINCT, Fourth street and Vernon avenue—

Webster avenue, Jackson avenue, Woodside avenue, Middleburg avenue, Mott's road (or Old Bowery road), Shell road, Covert street, Maurice avenue, Jay avenue, Fresh Pond road, Grand street, Newtown Creek to East river.

SEVENTY-SIXTH PRECINCT, Linden avenue and Broadway—

Flushing Creek, Long Island Sound to City line, to a point opposite East Alley road, to Little Neck Bay Creek, West Alley road, Rocky Hill road, Black Stump road, Fresh Meadow road, Union Turnpike, along Flushing Creek to Broadway.

FIRST SUB-PRECINCT OF THE SEVENTY-SIXTH PRECINCT, Second avenue, between Sixth and Seventh streets—

Flushing Bay and Long Island Sound to a point at Eighth street, First street and Powell's Cove, Eighteenth street, Whitestone avenue, Ninth avenue, Flushing Bay to centre of Ninth avenue.

SECOND SUB-PRECINCT OF THE SEVENTY-SIXTH PRECINCT, Eighth avenue and Eighteenth street—

Beginning at Eighteenth street and First avenue and Powell's Cove, along shores of Long Island Sound to the old village line and Little Bay, Willett's Point road, Fourteenth avenue, First street, Fourth avenue (Whitestone), Eighteenth street.

SEVENTY-SEVENTH PRECINCT, Grand street and Court street—

Jackson avenue and Flushing Bay, Train Meadow road, Shell road, Covert road, Maurice avenue, Jay avenue, Fresh Pond road, Grand street, to Newtown Creek, to Metropolitan avenue (including Furman's Island), to

Fresh Pond road, Myrtle avenue (both sides), Dry Harbor road, Metropolitan avenue, Union Turnpike, Flushing Creek, Flushing Bay.

SEVENTY-EIGHTH PRECINCT, Flushing avenue and Fulton street—

Cypress Hills Cemetery, at Dexter Park, Metropolitan avenue, Union Turnpike, Fresh Meadow lane or Washington avenue, Black Stump road, Ricky Hill road, West Alley road, across Little Neck Bay Creek, East Alley road, to the city line at a point opposite the centre of East Alley road, along city line of Mott's Creek, to head of Bay, along north shores of Jamaica Bay to Spring Creek, Spring Creek to former boundary line between Town of Jamaica and former City of Brooklyn to west side of Dexter Park, to north side of Dexter Park.

The sub-Precinct of the Seventy-eighth Precinct will be what is now known as Richmond Hill. Station-house, Johnson avenue and Jamaica avenue.

Wyck avenue to Bergen road to Grassy Bay, along north shores of Jamaica Bay to Spring Creek to former boundary lines between former Town of Woodhaven and former City of Brooklyn, to west of Dexter Park, north of Dexter Park, east of Cypress Hills Cemetery, Dry Harbor road, Metropolitan avenue, Union Turnpike, to boundary lines between former Town of Newtown and former Towns of Flushing and Jamaica, to centre of Newtown road, to centre of Jamaica avenue.

SEVENTY-NINTH PRECINCT, Mott and Central avenues—

Along the shores of Atlantic Ocean to Rockaway Point, along shores of Rockaway Inlet, Beach Channel, Pumpkin Patch Channel, Grassy Bay, Jamaica Bay, the head of Bay, to centre line of Mott Creek, to city line, including all the islands and marshes east of Pumpkin Patch Channel.

The sub-Precinct of the Seventy-ninth Precinct will be what is known as Rockaway Beach; Station-house, Seaside avenue and Henry street—

Beginning at the Atlantic Ocean at a point half a mile west of Half-way House at Edgemere, along the shores of Atlantic Ocean to Rockaway Point, along shores of Rockaway Inlet and Beach Channel to a point half a mile west of Half-way House.

EIGHTIETH PRECINCT—

Beginning at the shores of the lower New York Bay to centre line of Seaview avenue, Richmond road, Clove road, Richmond Turnpike, Arieta street, to shores of New York Bay, along shores of said bay to place of beginning.

FIRST SUB-PRECINCT OF THE EIGHTIETH PRECINCT, Station-house, West Brighton—

Commencing at the shores of New York Bay at the centre line of Arieta street, Richmond Turnpike, Old Manor road, Butcherville road, Lambert's lane to Bloomfield road, Chelsea road, shores of Arthur Kill, along shores of Arthur Kill and Kill von Kull and shores of New York Bay to place of beginning.

SECOND SUB-PRECINCT OF THE EIGHTIETH PRECINCT, Station-house, Tottenville—

Commencing at Lower Bay, at the centre line of Eltingville road, Fresh Kill Creek, Arthur Kill, Raritan Bay to shores of Lower New York Bay to place of beginning.

THIRD SUB-PRECINCT OF THE EIGHTIETH PRECINCT, Station-house, Rockland avenue and Port Richmond road, near New Springville—

Commencing at the shores of Lower New York Bay, Seaview avenue, Richmond road, Clove road, Richmond Turnpike, Old Manor road, Butcherville road, Lambert's lane, Bloomfield road, Chelsea road to shores of Arthur Kill or Staten Island Sound, to Richmond Creek, Eltingville road, shores of Raritan Bay to place of beginning.

APPENDIX "C."

LOCATION OF MAGISTRATES' COURTS.

Boroughs of Manhattan and Bronx.

First District—Centre street, between Franklin and White streets.
Second District—Corner West Tenth street and Sixth avenue.
Third District—No. 69 Essex street.
Fourth District—East Fifty-seventh street, near Lexington avenue.
Fifth District—East One Hundred and Twenty-first street and Sylvan place.
Sixth District—Corner of One Hundred and Fifty-eighth street and Third avenue.
Seventh District—Nos. 314 and 316 West Fifty-fourth street.

Borough of Brooklyn.

Special Sessions, Borough Hall (City Hall).
Municipal First District Court—Court and State streets.
Municipal Second District Court—No. 794 Broadway.
Municipal Third District Court—Nos. 6 and 8 Lee avenue.
Municipal Fourth District Court—No. 14 Howard street.
Municipal Fifth District Court—West Eighth street, near Surf avenue.

City Magistrates:

First District—No. 318 Adams street.
Second District—Court and Butler streets.
Third District—Myrtle and Vanderbilt avenues.
Fourth District—Nos. 6 and 8 Lee avenue.
Fifth District—Ewen and Powers streets.
Seventh District—No. 31 Grant street, Flatbush.
Eighth District—Coney Island.

BOROUGH OF QUEENS.

Special Sessions:

Town Hall, Jamaica.

Municipal Courts:

First District—Long Island City.
Second District—Newtown.
Third District—Jamaica.

City Magistrates:

First District—Sixth street, corner East avenue, Long Island City.
Second District—Town Hall, Flushing.
Third District—Far Rockaway.

BOROUGH OF RICHMOND.

Magistrates' Court:

First District Court—Lafayette avenue, New Brighton.
Second District Court—Washington Park, Stapleton.

APPENDIX "D."

SCHOOL OF INSTRUCTION.

The officer in charge of the School of Instruction, or his assistant, shall instruct newly-appointed Patrolmen in the following exercises :

Position of a Soldier.

Heels on the same line, and as near each other as the conformation of the man permits. Feet turned out equally and forming with each other an angle of about sixty degrees. Knees straight without stiffness.

Body erect on the hips, inclining a little forward; shoulders square and falling equally. Arms and hands hanging naturally, back of the hands outward; little fingers opposite the seams of the trousers; elbows near the body. Head erect and square to the front; chin slightly drawn in, without restraint; eyes straight to the front.

There are two kinds of commands.

Preparatory command and command of execution.

The preparatory command, such as "Forward," indicates the movement to be executed. This command should be given at such an interval of time before the command of execution as to admit of its being properly understood. The tone of command is animated, distinct and of a loudness proportioned to the number of men under instruction. This command is pronounced in an ascending tone of voice, but always in such a manner as the command of execution may be more energetic and elevated.

The command of execution is pronounced in a firm and brief tone and causes the execution, such as "March," "Halt," or other movements.

The Rests.

Being at a halt to rest the men; Fall Out; Rest, or at ease. At the command "Fall Out," the men may leave the ranks, but will remain in the immediate vicinity. At the command "Fall In," they resume their former places. At the

command "Rest," the men keep one heel in place, but are not required to preserve silence or immobility.

At the command "At Ease" the men keep one heel in place and preserve silence, but not immobility.

To resume attention: 1—Squad, 2—Attention. The men take the position of the soldier and fix their attention.

1—Parade, 2—Rest.

Carry the right foot six inches straight to the rear, left knee slightly bent; clasp the hands in front and centre of the body, left hand uppermost, left thumb clasped by the thumb and forefinger of the right hand; preserve silence and steadiness of position.

To resume the position of the soldier: 1—Squad, 2—Attention.

To Dismiss the Squad.

Being in line at a halt—Dismissed.

Eyes Right or Left.

1—Eyes, 2—Right (or left), 3—Front.

At the command "Right," turn the head gently so as to bring the left eye in line with the centre of the body, eyes fixed on the line of eyes of the men in or supposed to be in the same rank.

At the command "Front," turn the head and eyes to the front.

The Instructor to see that the movement does not derange the squareness of the shoulders.

Facings.

1—Right (or left); 2—Face.

Raise slightly the right heel and left toe and face to the right, turning on the left heel, assisted by a slight pressure on the ball of the right foot; replace the right foot.

The facings to the left are also executed upon the left heel.

1—About, 2—Face. Raise slightly the left heel and right toe, face to the rear, turning to the right on the right heel and ball of the left foot; replace the left foot beside the right.

Salute with the Hand.

1—Right (or left) hand, 2—Salute.

Raise the right hand smartly till the forefinger touches the lower part of the head-dress above the right eye, thumb and fingers extended and joined, palm to the left, forearm inclined at about forty-five degrees, hand and wrist straight.

2—Drop the arm quietly by the side.

If uncovered the forefinger touches the forehead above the eye.

Officers salute with the right hand, the left hand is used only when the right is engaged. Patrolmen salute with the hand farthest from the officer, giving the salute six paces before passing the officer, and holding the hand at the visor until the salute is acknowledged or the officer passed.

When an officer of the Department, or other official of the government enters the room where there are Patrolmen, the word "Attention" is given by some one who precedes him, when all arise and remain standing in the "position of a soldier" until the officer leaves the room.

The Steps.

The length of the full step in quick time is thirty inches, measuring from heel to heel, and the cadence is at the rate of 120 steps per minute. The length of the full step in double time is thirty-six inches and the cadence at the rate of 180 steps per minute.

Short step in quick time is fifteen inches.

Short step in double time is eighteen inches.

Side step is twelve inches.

Back step is fifteen inches.

To Size and Form the Squad.

Alignments.

To march in line.

To march backward.

To march to the rear.

To march by the flank, in column of files.

Marching in column of files, to march in line.

To change direction in column of files.

The oblique march.

To march in double time.

Turnings.

To turn and halt.

To turn and advance.

Baton Exercise.

1—Draw, 2—Baton. At the command "Draw," grasp the socket with the left hand and bring it forward, seize the gripe of the baton with the right hand, and draw it about six

inches out of the socket, the shoulders square, the face straight to the front. At the command "Baton" draw the baton quickly, raising the arm to the full extent, at an angle of about 45 degrees. The baton in straight line with the arm and make a slight pause; and drop the left hand by the side, at the same time drop the right hand to the side and bring the baton in a vertical position, the arm extended without constraint, the thumb and forefinger embracing the gripe.

PRESENT! BATON!

1—Present! 2—Baton! At the command "Baton" carry the baton to the front, the shoulder of the gripe as high as the chin and six inches in front of the neck, the back of the hand to the front, the thumb extended along the gripe, the point of the baton inclined slightly to the front, all the fingers grasping the gripe.

CARRY! BATON!

1—Carry, 2—Baton. Resume the position of carry baton.

RETURN! BATON!

1—Return, 2—Baton. At the command "Return" carry the right hand opposite to and six inches from the left shoulder, the baton vertical, at the same time grasp the socket with the left hand, bringing it a little forward. At the command "Baton" lower the baton along the left arm, turning the head slightly to the left, fixing the eyes on the socket, return the baton, drop the hands to the side and resume the position of a soldier.

APPENDIX "E."

SUGGESTIONS AS TO TREATMENT OF HORSES.

The following rules, taken from the U. S. Army Drill Regulations, should be carefully observed :

Never threaten, strike or otherwise abuse a horse.

Before entering a stall, speak to the horse gently and then go in quietly.

Never take a rapid gait until the horse has been warmed up by gentle exercise.

Never ride a horse off a walk to the stable, or put up a horse brought to the stable heated, but throw a blanket over him and rub his legs or walk him until cool. If he is wet, put him under shelter and wisp him against the hair until dry.

Never feed grain to a horse or allow him to stand uncovered when heated. Hay will not hurt a horse no matter how warm he may be.

Never water a horse when heated, unless the exercise or march is to be immediately resumed.

Never throw water over a horse coming in hot, not even over his legs or feet.

The saddle cloth should be placed well forward on the back; slide the cloth once or twice from front to rear to smooth the hair. Be careful to raise the cloth in bringing it forward.

The snaffle-bit should hang so as to touch but not draw up the corners of the mouth.

The mouthpiece of the curb-bit rests on that part of the bars directly opposite the chin groove; the curb strap or chain will then lie in the chin groove without any tendency to mount up out of it on the sharp bones of the lower jaw. This position of the mouth-bits will be attained for the majority of horses by adjusting the check straps so that the mouthpiece will be one inch above the tushes of the horse and two inches above the corner teeth of the mare.

The throat-latch should admit four fingers between it and the throat; this prevents constriction of the wind-pipe or pressure on the large blood vessels.

APPENDIX "F."

ORDINANCES, RULES AND REGULATIONS OF THE PUBLIC SQUARES AND PLACES IN THE CITY OF NEW YORK.

(Adopted May 23, 1871.)

I.—To cut, break, or in any way injure or deface the trees, shrubs, plants, grass, posts, railings, chains, lamps, lamp-posts, benches, tree-guards, buildings, or structures in or upon any of the public parks, squares or places of or within the City of New York; or to dig into or upon the soil within the boundaries of any such parks, squares or places, or of any roads or roadways upon or across the same.

II.—To go on foot or otherwise upon the grass, except when and where the word "common" is posted.

III.—To expose any articles for sale or exhibition, unless previously licensed therefor, on any part of such squares or places or on any street or avenue adjacent thereto.

IV.—To post any bill, placard, notice or other paper upon any structure within such squares or places, or upon any store or avenue adjacent thereto, unless previously licensed so to do by the President of the Department.

V.—To play upon any musical instrument within such squares or places or take into, carry, or display any flag, banner, target, or transparency without the permission of the President of the Department.

VI.—To erect any structure, stand or platform, or hold any meetings in such squares or places without previous permission therefor from said President.

VII.—To use threatening, abusive or insulting language upon any of such squares or places, or doing any obscene or indecent act thereon, or any act tending to a breach of the public peace.

VIII.—No hackney coach, carriage, wagon, cart or other vehicle for hire shall stand upon any such square or place, or upon any street or avenue adjacent thereto, without previous license, and then only at such places as shall be indicated and allowed by the President of the Department.

IX.—No horse or other animal shall be allowed upon such squares or places, except that dogs may be allowed therein when led by a chain or proper dog-string not exceeding six feet in length.

X.—No person shall bathe or fish in any of the waters or fountains in such squares or places, nor cast any substance therein, nor disturb or interfere in any way with the fish or birds within such squares or places.

XI.—All drunken, disorderly, or improper persons, and all persons doing any act injurious to such parks, squares or places, may be removed therefrom by the park-keepers in charge thereof.

XII.—No animal or vehicle shall be permitted to stand, nor any incumbrance of any kind be allowed to remain, upon any street adjacent to or bounding upon any public square or place in the City of New York, without the previous permission of this Department or the President thereof, except that vehicles may be permitted to take up and set down passengers, and to load and unload merchandise in the usual manner, and may occupy the street a reasonable time for the purpose; provided, however, that they shall not while so doing unnecessarily incumber the street or obstruct travel therein.

XIII.—Any person arrested for violating any ordinance or regulation of the Department of Public Parks shall be conveyed by the officer arresting to the nearest Magistrate, and complaint shall thereupon be entered, and the person dealt with according to law.

ORDINANCES APPLICABLE TO THE ORDINARY USES OF CENTRAL PARK.

Adopted on the 31st day of March, 1873, by the Board of Commissioners of the Department of Public Parks, and to be observed by all persons not in the service of the Department.

1. No one shall enter or leave the Park except at the established entrance ways, nor shall any one enter or remain in it after twelve o'clock at night, except as, on special occasions, its general use may be authorized beyond the regular hours.

2. No one shall climb up on or in any way cut, break, injure or deface any wall, fence, shelter, seat, statue, or other erection, nor any turf, tree, shrub, or other plant, nor throw stones or other missiles, nor discharge, fire or carry any

fire-arm, fire-cracker, torpedo or fireworks, nor make a fire, nor play any musical instrument, nor offer or expose things for sale, nor post or display any sign, placard, flag, banner, target, transparency, advertisement or device of business, nor solicit business or fares, nor beg or publicly solicit subscriptions or contributions, nor tell fortunes, nor play games of chance or with any table or instruments of gaming, nor make any oration or harangue, nor utter loud, threatening, abusive or indecent language, nor do any indecent or obscene act.

3. No quadrupeds, except those placed in the Park by the Commissioners, and except dogs when controlled by a line of suitable strength not more than six feet in length, and horses, and others used for pleasure travel, shall be driven or conducted into the Park or allowed to remain in it.

4. The drive shall be used only by persons in pleasure carriages or on horseback; the ride only by persons on horseback; animals to be used on either shall be well broken and constantly held in such control that they may be easily and quickly turned or stopped; they shall not be allowed to move at a rate of speed which shall be alarming or cause danger, nor under any circumstances at a rate of speed on the drive of more than seven miles, nor on the ride of over ten miles an hour; and when any park-keeper shall deem it necessary to safety, good order, or the general convenience, that the speed of an animal shall be checked, or that it should be stopped, or its course altered and shall so direct, by gesture or otherwise, it shall be the duty of the rider or driver of such animal to follow such direction; and no horse or other beast of burden or draft shall be driven or suffered to stand anywhere except on the drive or ride.

5. No hackney coach or other vehicle for hire shall stand within the Park for the purpose of taking up passengers, other than those whom it has brought in. No omnibus or express wagon, and no wagon, cart or other vehicle carrying or ordinarily used to carry merchandise, goods, tools or rubbish, and no fire-engine or other apparatus on wheels for extinguishing fires shall enter or be allowed upon any part of the Park.

6. No military or target company, and no civic, funeral or other procession, or a detachment of a procession, and no hearse or other vehicle, or persons carrying the body of a dead person shall enter, or be allowed on any part of the Park.

7. No person shall bathe or angle, or take fish, or send or throw or place any animal or thing in or on the waters, or disturb or annoy the birds or animals in the Park.

8. No person shall go on the turf except when and where the word " common " is posted as an indication that at that time and place all persons are allowed to go on it.

9. No person shall bring into or carry within the Park any tree, shrub, plant or flower, nor any newly plucked branch or portion thereof.

10. When necessary to the protection of life or property, the officers and keepers of the Park may require all persons to remove from and keep off any designated part thereof.

11. On the arrest of a person in the Park, he shall be forthwith conducted to one of the Keepers' stations, the officer in charge of which shall determine whether he shall thence be conveyed before a Magistrate or be discharged.

GENERAL INDEX.

	RULE	PAGE
Department and Board of Police	1	7
Chief Clerk, Clerks, Records, etc	2	9
Chief and Deputy Chiefs of Police	3	10
Inspectors	4	13
Captains	5	14
Sergeants	6	19
Roundsmen	7	22
Doormen	8	23
Matrons	9	24
Surgeons	10	26
Detective Bureau	11	32
Court Squads	12	33
Bicycle Squads	13	34
Sanitary Company, Health and Boiler Squads	14	34
Harbor Police and Launches	15	38
Mounted Squad, Hostlers, etc	16	41
Special Patrolmen	17	43
Park Force	18	44
Pay-rolls and Bills	19	45
Supplies and Requistions	20	48
Bonds of Officers	21	50
Rewards, Testimonials and Political Contributions	22	51
Sick Time	23	52
Leaves of Absence and Resignations	24	53
Grades	25	54
Transfers and Details	26	55
Appointments	27	56
Charges, Trials and Judgments	28	57
Blotters and Books at Station-houses	29	61
Clothing and Equipment, Pistols, etc	30	63
Uniforms and Insignia	31	65
Station-houses and Central Department	32	74
Bureau of Elections	33	75
House of Detention for Witnesses	34	76

	RULE	PAGE
Property and Property Clerk	35	77
Telegraph and Telephone Systems	36	79
Signal Box System	37	82
Patrol Wagon Service	38	84
School of Instruction	39	86
Lost and Arrested Children	40	87
Masked Balls	41	89
Parades	42	90
Fires, Riots and other emergencies	43	92
Hacks and Theatres	44	92
Reports to be made	45	92
Arrests	46	94
Vigilance and Attention to Duty	47	99
Conduct and Deportment	48	102
General Rules	49	106

GENERAL INFORMATION.

		PAGE
Appendix "A."	Definitions and Instructions relative to Arrests	111
" "B."	Boundaries of Precincts and Location of Station-houses	116
" "C."	Location of Magistrates' Courts	126
" "D."	School of the Company, the Soldier and Baton Exercise	128
" "E."	Suggestions as to Treatment of Horses	132
" "F."	Regulations (Park Department) as to Parks, Public Squares and Places	133

SPECIAL INDEX.

ABSENCE—
of force with contagious disease in family, 10—*v*.
of Surgeons, 10—*z*.
of Chief, 3—*i*.
of Harbor Police, crew, 15—*c*.
pay deducted in certain cases, 23.
rule as to leaves, 24.
without leave, 24, 47—*e*.
night off duty, 24—*f*.
telegraph operators, 36—*k*, *l*.
ACCIDENTS—
duties of force, 47—*j*, *k*.
AID TO SICK AND INJURED, 47—*g*.
AMBULANCES—
in Parks, 18—*d*.
for sick and injured, 47—*g*.
have right-of-way, 49—*g*.
AMUSEMENT, ETC., PLACES OF—
report to be made, 45—*i*.
report by Inspectors, 45—*i*.
ANIMALS—
report to be made of dead, 45—*g*.
Society for Prevention of Cruelty to, 49—*p*, *r*.
APPOINTMENTS—
qualifications for patrolman, 27.
qualifications for doorman, 27.
character of applicants, 27
ARRESTS—
of women, reports as to, 9—*o*.
by special patrolmen, 17—*d*.
children under 16 years, 40—*j*, *l*.
for felonies, special record, 45—*e*.
laws, rules, etc., relative to, 46.
duty of force in making, 46, 47—*b*.
powers of force, 46.
offenses, 46.

ARRESTS (*Continued*)—
bail may be taken, 46—*c*.
intoxicated persons, 46—*i*.
detained in hospital, 46—*i*.
taken to courts, 46—*j*.
of persons in U. S. Mail service, 46—*k*.
car drivers, motormen, etc, 46—*k*.
if pistol is found on person, 46—*l*.
as to warrants for, 46—*r*.
laws, definitions and instructions, Appx. A.
ATTENTION—
prompt and decorous, 48—*i*, *j*.
AUDITORS—
duties as to bills, 19.
to examine stock, 19.
to keep books, 19.
BAIL, IN CASES OF ARREST, 46—*c*.
BATONS—
use of, 30—*c*.
night and day, 30—*c*.
how to be carried, 30—*c*.
form and size of, 31—*g*.
billet's form, size, etc., 31—*g*.
metallic plate on, 31—*g*.
exercise, manual of, Appx. D.
BEDS AND BEDDING—
force to furnish its own, 48—*f*.
to be kept clean, 48—*f*.
BICYCLE SQUAD—
care and use of wheels, 13.
wheels, injury to, 13.
wheels, inspection of, 13.
BILLS AGAINST DEPARTMENT—
regulations as to, 19, 20.
auditor's duties as to, 19.
payment of, 19—*d*, *f*.
authority to incur, 20.
BLOTTERS—
entries to be made, 5—*c*.
penalty for false entry, 5—*c*.
enter subpœnas, 5—*j*.
enter assignment of Roundsman, 7—*i*.
enter sickness of members of force, 10—*p*.
charges against force to be entered, 28—*c*, *g*.

BLOTTERS (*Continued*)—
what entries to be made, 29
telegraph office, 36—*b*, *i*.
patrol wagon stables, 38—*j*.
BOARD OF POLICE—
how constituted, powers, jurisdiction, 1—*a*.
meetings of, 1—*d*.
to provide and furnish station-houses, horses, wagons, etc., 1—*e*.
to assign Deputy Chiefs, 1—*e*.
to divide city into Inspection and Surgeons' Districts and Precincts, 1—*f*.
resolutions, etc., to be transmitted by Chief Clerk, 2—*i*.
power to prescribe rules and regulations, 28—*b*.
power to deduct and withhold pay, 28—*b*.
BONDS OF OFFICERS, 21—
Property Clerk, etc., 21.
removal of, 21.
form and sum, 21.
Acting Captains to give, 21.
BOOKS TO BE KEPT—
by Chief Clerk, 2—*c*.
at Brooklyn office, 2—*d*.
at Station-houses, 5—*b*, 29.
force to carry memorandum, 46—*q*.
no erasures to be made, 49—*s*.
BUSINESS—
not to be influenced by force, 48—*b*.
BUTTONS TO BE KEPT CLEAN, 31—*m*.
CANES—
not to be carried by force, 48—*a*.
CAPTAINS—
powers and duties, 3—*b*, 5.
to inspect books, records, reports, etc., 5—*a*.
to assign certain duties of Sergeants, 5—*a*.
senior Sergeant to act at certain times, 5—*b*.
power to post their men, 5—*c*.
to inspect and report upon certain business, 5—*d*.
to obtain warrants and prosecute in certain cases, 5—*d*.
to call roll and designate posts, 5—*e*.
to enter name in Blotter, 5—*e*.
to explain orders to force, 5—*h*.
books and libraries—safe keeping, 5—*i*.
to inspect force at roll-call, 5—*e*.

CAPTAINS (*Continued*)—
to serve notices and subpœnaes, 5—*j*.
to report certain diseases, 5—*k*.
to keep record of residences of force and report same, 5—*k*.
to see that force is attired properly, 5—*l*.
to divide force into platoons and sections, 5—*m*.
to lay out day and night posts, 5—*m*.
to designate relieving points, 5—*n*.
to have charge of station-houses and all property therein, 5—*o*.
to exercise care in use of gas, etc., 5—*q*.
to establish minor rules, 5—*r*.
absence of, 5—*t*.
responsible for escape of prisoners, 5—*u*.
to divide Precinct between Roundsmen, 7—*g*.
to report to Surgeons sick members of force, 10—*h*.
to report to Surgeons transfers of sick men, 10—*w*.
CARRIAGES—
regulated, 44.
CELLS, VISITATION OF, 32.
CHARGES, TRIALS AND JUDGMENTS, 28—
charges in writing, 28—*c*.
charges may be tried by one Commissioner, 28—*d*.
charges, trivial nature, 28—*f*.
charges proceedings in, 28—*g*, *i*.
charges service of, 28—*g*.
charges to enter in Blotter, 28—*g*.
charges by Roundsmen, 28—*g*.
charges by citizens, 28—*h*.
charges referred to Committee on Rules and Discipline, 28—*l*.
charges to be made in certain cases, 28—*n*, *o*, *p*.
failure to make, penalty, 28—*q*.
CHIEF CLERK, CLERKS AND RECORDS OF OFFICE, 2—
hours for business, 2—*a*.
clerks, absence of, 2—*a*.
certain books to be kept, 2—*c*.
certain books to be kept at Brooklyn office, 2—*d*.
issue shields, fire keys, etc., 2—*g*.
as to cloth, hats, buttons, etc., 2—*h*.
to report all official actions of Police Board, 2—*i*.
action as to suits and proceedings, 2—*j*.
violation of Corporation ordinances to be forwarded, 2—*k*.

CHIEF OF POLICE—
general powers and duties of, 3—*a*, *b*.
orders of to be promulgated to, 3—*c*.
to keep certain books and records, 3—*c*.
to assign Inspectors at Central Office, 3—*h*.
absence of, 3—*i*.
to detail members of force, 3—*j*.
to excuse Captains temporarily, 5—*t*.
to furnish information for Bureau of Elections, 33.
to honor requisitions of Bureau of Elections, 33.

CHILDREN, LOST OR ARRESTED, 40—
disposition of, 40.
record of, to be kept, 40.
to be entered on returns, 40.
over two years of age, 40—*f*.
Society for Prevention of Cruelty to, 40—*f*, *j*, *k*.
under two years, sent to Department of Charities, 40—*g*.
foundlings, 40—*g*.
under sixteen years, 40—*j*, *k*, *l*.

CIVIL CASES—
force not to assist in, 46—*o*.
against force, 2—*l*.

CIVILITY TO BE SHOWN, 32, 48—*j*, *k*.

CLOTHING AND EQUIPMENT, 30—
Bureau of, and Equipment Clerk, 30.
monthly reports of, 30—*a*.
cloth to be purchased at Bureau, 30—*d*.
sales to be made for account of parties furnishing, 30—*f*.
prices of to be posted, 30—*f*.

CONDUCT OF MEMBERS OF FORCE, 48—
courteous and civil, 48—*i*, *j*, *k*.

COURTS, LOCATION OF, Appx. C.—

COURT SQUADS—
warrants to be executed by, 12.
officer's responsibility, 12.
members not to recommend counsel, 12.
expenditures of, regulated, 12.

CRIMES AND CASUALTIES—
reports to be made, 45—*h*.

DANGEROUS MATTERS—
in streets, 47—*i*.
diseases, 47—*i*.

DEATHS—
of members of force, 49—*h*.
unknown persons, 49—*i*.

DEPARTMENT OF POLICE—
consists of, 1—*a*.

DEPORTMENT OF MEMBERS OF FORCE, 48—

DEPUTY CHIEFS—
assignment of, 1—*c*.
powers and duties of, 3—*a*, *b*, *c*.
to supervise work in their boroughs, 3—*g*.

DETAILS OF MEMBERS OF FORCE—
how and when made, 26.
years of service, 26.
to report daily, 47—*d*.

DETECTIVES AND DETECTIVE BUREAU—
appointment, salary and office, 11.
records to be kept, 11—*b*, *c*.
likenesses of prisoners, 11.
arrests by, 11.

DOGS, UNLICENSED, 49—*r*.

DOORMEN—
to obey orders, 8.
to keep Station-house clean, 8.
to visit prison, 8, 32.
to prepare wood, etc., 8.
to have charge of lights and property, 8.
tours of duty, 8.
not to trespass upon Matrons, 9—*n*.

DRILLS OF FORCE, 49—*v*.

ELECTIONS, BUREAU OF, 33.
Chief to direct the furnishing of information to, 33.
Chief to honor requisitions of, 33.
duties of force, 48—*c*.

EMERGENCIES—
duties of force at, 43.

ENGINEERS—
examination of, 14.

EQUIPMENT—
whistles, 30—*b*.
batons, 30—*c*.
pistols, 30—*h*.

EXPENSES OF DEPARTMENT—
when and how incurred, 20.
not to be incurred except by, 20.
authority must be given, 20.
FELONIES—
list of principal, Appx. A.
FIRE DEPARTMENT TO—
report dangerous material, 45—*f*.
police to co-operate with, 49—*g*.
FIRES, ETC.—
duties of force, 43.
ranking officers, etc., 48—*b*.
badges—fire lines, 49—*e*.
travel and traffic not to be interrupted, 49—*g*.
FIRE ESCAPES—
encumbered, duty of force, 49—*m*.
FOUNDLINGS, 40—*g*, *h*, *i*.
GAMES—
in Station-houses, 49—*j*.
on Sundays, in Station-houses, 49—*j*.
GAMBLING MATERIAL, 35—*l*.—
gambling, lottery, etc., reports, 45—*b*.
GLOVES TO BE WORN, 31—*l*.—
kind and quality, 31—*l*.
GRADES OF PATROLMEN—
advancement in, 25.
how and when made, 25.
HACKS—
duties of force, 44.
HARBOR POLICE—
in command of Captain, 15—*b*.
navigation of boat, sailing master, 15—*b*, *c*.
crew of boat, 15—*c*.
Captain to select crew, on approval, 15—*c*.
absence of crew, 15*c*.
two messes, 15—*e*.
supplies for boat, 15—*f*.
launches, relative to, 15—*g* to *n*.
launches assigned to other precincts, 15—*n*.
row-boats, 15—*g*.
prisoners of, 15—*g*.
HEALTH SQUAD—
relative to, 14—*a*, *b*.
pay-rolls of, 14—*s*.

HOMICIDE CASES—
duty of Police, 49—*n*.
HORSES AND THEIR CARE, 16—
sick or lame, 16—*d*.
accounts, relative to, 16—*g*.
officer in charge of, duties, 16—*g*.
in Parks, 18—*a*.
schools for, 39.
treatment of, Appx. E.
HOSTLERS—
duties and responsibilities, 16—*d*.
HOUSE OF DETENTION FOR WITNESSES—
officers of, 34.
management and tours of duty, 34.
daily reports to be made, 34.
Purveyor, duties of, 34.
force detailed at, 34.
INSPECTION DISTRICTS—
division into, 1—*h*.
INSPECTORS—
offices of, 1—*e*.
powers and duties, 3—*b*, 4.
assignment of, at Central Department, 3—*h*.
to inspect House of Detention, 4.
to inspect Station-houses, etc., 4.
to submit reports, 4.
to inspect books and records, 4.
to receive reports of Captains, etc., 4.
to provide adequate force at elections, fires, etc., 4.
to keep books and records, 4.
to examine complains by citizens, 28—*h*.
to report places of amusement, etc., 45—*i*.
INTOXICATING DRINKS—
use of by force, 48—*c*.
not to be taken in Station-house, 48—*c*.
JANITOR AT CENTRAL DEPARTMENT—
duties of, 32.
JUDGMENTS—
power of Police toward, 28—*b*.
to fine, reprimand, etc., 28—*b*.
to be authenticated by Chief Clerk, etc., 28—*j*.
to be in writing and entered in record, 28—*k*.
JURY DUTY—
force not liable to, 47—*f*.

KEYS, FIRE AND PATROL BOX—
property of Department, 30—*g*.
charges for loss of, 31—*f*.
LAMPS IN STREETS—
duties of force as to, 47—*l*.
LAUNCHES (see Harbor Police), 15.
LICENSES—
business and others, 3—*b*.
concerts, exhibitions, etc., 46—*g*, *h*.
MANUALS—
property of Department, 30—*g*.
charges for loss of, 31—*f*.
to be carefully kept, 49—*u*.
MASKED BALLS—
regulations as to, 41.
fees for, 41.
fees paid to Treasurer, 41.
MATRONS—
tours of duty, 9—*b*.
subject to orders of officer in command, 9—*c*.
excused for luncheon, 9—*c*.
room to be provided for, 9—*d*.
Police force shall not trespass upon, 9—*d*.
Visitors not to be received, 9—*d*.
to keep their rooms clean, 9—*d*.
women to be separated from men, 9—*e*.
to search and have charge of women prisoners, 9—*f*.
to have access to keys, 9—*g*.
not to place two women in one cell, 9—*h*.
to frequently visit cells, 9—*i*.
to report as to cleanliness of cells, 9—*j*.
as to sick or injured women prisoners, 9—*k*.
to report ill or insane women prisoners, 9—*k*.
to have charge of all women, girls and lost children, 9—*l*.
to examine the person and clothing, 9—*m*.
Doormen not to trespass upon, 9—*n*.
to keep records, 9—*o*, *p*.
substitutes for, when ill or absent, 9—*r*.
dress of, 9—*u*.
allowed to visit cells, 32.
absence without leave, 47—*c*.
MERITORIOUS SERVICE, REPORTS OF, 45—*d*.

MILITARY DUTY—
force not liable to, 47—*f*.
force to march in military order, 48—*b*.
MISDEMEANOR—
list of principal, Appx. A.
MOUNTED MEN—
to perform foot patrol, 16—*a*.
responsible for care of horses, etc., 16.
to use signal boxes, 37—*h*.
OATHS—
by whom administered, 28—*a*.
OBEDIENCE—
prompt and earnest, 48—*i*, *j*.
ORDINANCES, CORPORATION—
violations to be forwarded, 2—*k*.
reports to be made of, 45—*a*.
ordinances as to Parks, Appx. F.
PARADES—
regulations as to, 42.
permits, 42.
law as to, 42—*g*.
on Sunday, 42—*h*.
PARKS—FORCE IN, RULES, 18.
animals astray in, 18—*a*.
horses, care of, 18—*a*.
reckless driving in, 18—*b*.
telephone, use of, 18—*c*.
ambulances, 18—*d*.
ordinances relatice to, Appx. F.
PATROLMEN—
inspection at roll-call, 5—*e*.
to remain at relieving points, 5—*n*.
while in school of instruction, 39.
while on duty, 47.
PATROL WAGONS, 38.
duties of guards and drivers, 38.
tours of guards and drivers, 38—*a*.
horses to be cared for, 38—*d*.
stables to be kept clean, 38—*h*.
accidents to be reported, 38—*h*.
Blotter to be kept, 38—*j*.
PAY-ROLLS—
Health and Boiler Squads, 14—*s*.

PAY-ROLLS *Continued*—
rules as to making, 19.
payment of, 19—*d*.
examination of, 19.
PISTOLS (SEE REVOLVERS)—
practice, 30—*i*, *j*, *k*.
not to be discharged at Central Department, 30—*l*.
POLICE FORCE—
Court Squads, relative to, 12.
on duty at all times, 47—*o*.
duties of, various, 47.
not to sign petitions, 48—*a*.
will not apply for warrants for assaults upon themselves, 48—*a*.
to march in military order, 48—*b*.
politics and discussions by, 48—*c*.
to be neat and clean, 48—*d*.
not to enter into liquor stores, 48—*e*.
to speak truth at all times, 48—*g*.
will not communicate certain information, 48—*h*.
to be prompt, courteous, obedient, etc., 48—*i*, *j*, *k*.
how, when and whom to salute, 48—*k*.
salute of mounted men, 48—*k*.
to consist of, rank, etc., 49—*a*, *b*.
incompetent and unfit men, 49—*c*.
as witnesses, 48—*g*, 49—*d*.
arrested members of, 49—*d*.
not to compound offenses, 49—*d*.
shall not join fire or military companies, 49—*f*.
not to go on target excursions, 49—*f*.
to co-operate with Fire Department, 49—*g*.
deaths of, 49—*h*.
deaths of unknown persons, 49—*i*.
unfit for duty, intoxicated, etc., 49—*k*.
salaries, assignment of, 49—*l*.
in cases of homicide, 49—*n*.
not to loan or borrow money, 49—*o*.
to assist Society for Prevention of Cruelty to Animals, 49—*p*.
while riding on cars, 49—*w*.
POLITICAL CLUBS OR ASSOCIATIONS, 22—
contributions to, 22.
POSTS FOR PATROL—
made by Captains, 1—*g*, 5—*m*.

PRECINCTS—
divided into patrol posts by Captains, 1—*g*.
boundaries of, Appx. B.
PRISONERS—
escape of, 5—*u*.
women to be kept separate from men, 9—*e*.
women to be searched by Matron, 9—*f*.
women in charge of Matron, 9—*f*.
no two women in one cell, 9—*h*.
sick or injured women, 9—*k*.
ill or insane women, 9—*k*.
likenesses of, 11—*c*.
at Court, relative to, 12.
Harbor Police, 15—*g*.
Special Patrolmen, 17—*d*.
in cells at Station-houses not to be conversed with, 32.
disposition of felonies, 45—*e*.
to be given receipt for property, 46—*m*.
taken to Court, 46—*j*, *n*.
to communicate with friends, 46—*p*.
violence not to be used to, 48—*a*.
PROBATIONARY PATROLMEN—
to be examined by Surgeons, 10—*t*.
PROCEEDINGS AT LAW BY FORCE—
time limit, 28—*b*.
PROPERTY AND PROPERTY CLERK, 35—
how property shall be received, 35.
property as evidence, 35.
property to be advertised, 35.
animals, disposition of, 35.
dangerous property, 35.
reports to be made, 35.
inventories of, in Station-houses, 35—*k*.
gambling material, 35—*l*.
bedsteads, old, disposition of, 35—*m*.
PROSTITUTION, HOUSES OF, ETC., 45—*b*.
RANK IN FORCE, 49—*a*, *b*.
RECORDS—
Chief Clerk's office, 2—*c*.
at Brooklyn office, 2—*d*.
of force, meritorious service, 45—*d*.
of arrests for felonies, special, 45—*c*.
REPORTS—
morning, to be examined by Captain, 5—*f*.

REPORTS (*Continued*)—
morning, not to be altered, 5—*g*.
morning, supplemental, 5—*f*.
violation Corporation ordinances, 45—*a*.
houses prostitution, etc., 45—*b*.
gambling, lottery, etc., 45—*b*.
robberies, 45—*c*.
meritorious service, 45—*d*.
dangerous material, 45—*f*.
dead animals, 45—*g*.
casualties and crimes, 45—*h*.
places of amusement, etc., 45—*i*.
reports by Inspectors, 45—*i*.
arrests, 46.
street lamps, 47—*m*.
water-pipes, as to, 47—*n*.
deaths of members of force, 49—*h*.
deaths of unknown persons, 49—*i*.
unlicensed dogs, 49—*r*.
no erasures to be made, 49—*s*.
names to be signed to, 49—*t*.
REQUISITIONS, 20—
for supplies of all kinds, 20.
for repairs, 20.
for property in Station-houses, 35—*k*.
RESIDENCE—
changes of to be reported, 5—*k*.
to be reported, 43—*a*.
RESIGNATIONS—
acceptance of, 24—*g*.
REVOLVERS—
force to be armed with, 30—*h*.
must be stamped, 30—*h*.
to be kept clean and in order, 30—*h*.
REWARDS, RULES AS TO, 22—
deductions from, 22.
permission to receive, 22.
not to accept from prisoners, 22.
force not to give to or accept from each other, 22.
RIOTS—
duties of force, 43.
ROBBERIES, REPORTS OF, 45—*c*.
ROLL-CALLS—
return from any special duty, 49—*b*.

ROUNDSMEN—
to see each patrolman on patrol, 7—*a*.
to supervise patrolmen on patrol, 7—*b*.
to report all delinquencies, 7—*b*.
not to walk with patrolmen on patrol, 7—*c*.
to have certain powers when acting as Sergeants, 7—*d*.
to make themselves acquainted with capabilities of patrolmen, 7—*e*.
to inspect dormitories, 7—*f*.
parts of Precinct to be assigned to, 7—*g*.
to obey all orders and set example, 7—*h*.
name and tour to be entered in Blotter, 7—*i*.
duties of, at fires and other emergencies, 7—*j*.
to instruct their sections, 7—*k*.
efficiency of, to be reported, 7—*k*.
mounted, to instruct men, 7—*k*.
SALARIES—
selling or assigning, 49—*l*.
duty of disbursing officers, 49—*l*.
SALUTES—
when to make, 48—*k*.
of mounted men, 48—*k*.
SANITARY COMPANY—
divided into Health and Steam Boiler Squads, 14—*a*.
Pay-rolls of, 14—*s*.
Sergeant to command, 14—*a*.
SCHOOL OF INSTRUCTION, 39—
duties of officer in charge, 39.
hours of instruction, 39.
report to be made, 39.
for horses, 39.
Sergeant to report efficiency of Roundsmen, 7—*k*.
school of soldier and company, Appx. D.
baton exercise, Appx. D.
SERGEANTS—
to act in absence of Captain, 5—*b*, 6—*a*.
when on desk duty is in charge, 5—*e*.
to enter name on Blotter, 5—*e*.
to command each section, 5—*m*.
to have charge of Station-houses, 5—*o*.
to patrol with section or platoon, 6—*b*.
on duty at desk, to note in Blotter and books of record, 6—*b*.
when may be relieved, 6—*c*.

SERGEANTS (*Continued*)—
to have charge of and instruct force, 6—*e*.
to obey all orders of superiors, 6—*e*.
to inspect men when in line, 6—*f*.
to march platoons to post duty, 6—*g*.
must not walk with men while on patrol, 6—*i*.
to visit each patrolman on post, 6—*k*.
to take gas index, 6—*n*.
SHIELDS—
property of Department, 30—*g*.
penalty for breaking or defacing, 31—*f*.
penalty for loss of, 31—*f*.
charges to be made, 31—*f*.
worn when off duty, 31—*f*.
worn when on duty, 31—*f*.
SHOES—
to be of black leather, 31—*n*.
SICKNESS OF MEMBERS OF FORCE—
Captains to send to Surgeon, 10—*p*.
Captains to enter on Blotter, 10—*p*.
record to be kept by Surgeons, 10—*q*.
contagious disease in family, 10—*v*.
transfers of sick men, 10—*w*.
feigned sickness, 10—*y*.
time lost, deductions, etc., 23.
pay allowed for, 23.
SIGNAL SYSTEM, RULES, 37.
responsibility of officers, 37—*g*.
mounted men to use boxes, 37—*h*.
inspection of boxes, 37—*h*.
SOCIETY FOR PREVENTION OF CRUELTY TO CHILDREN--
children sent to, 40—*f*, *j*, *k*.
SPECIAL PATROLMEN—
powers and privileges, 17—*a*.
form of shield, 17—*b*.
given orders by Chief, 17—*c*, *e*.
arrests by, 17—*d*.
salary or compensation, 17—*f*.
to return shield, 17—*g*.
uniform for, 31—*d*.
STABLES—
accounts to be kept, 16—*g*.

STATION-HOUSES AND CENTRAL DEPARTMENT—
to be used for police purposes only, 32.
civility to be shown to all, 32.
persons not to remain in, 32.
discussions not permitted, 32.
officers only behind the desk, 32.
cells to be kept clean, etc., 32.
location of, Appx. B.
STEAM BOILERS—
examination of, 14.
STEAM BOILER SQUAD—
duties of, 14—*c* to *s*.
duties of Examining Engineers, 14—*d*, *g*.
certificates to be issued to Engineers, 14—*d*.
inspection of boilers, 14—*e*.
testing of boilers, 14—*e*.
renewal of licenses, 14—*g*.
notices to be given, 14—*h*.
records to be kept, 14—*p*.
forms and blanks, 14—*q*.
Superintendent and Inspectors in Brooklyn and Queens to be subordinate, 14—*r*.
Pay-rolls, bills, etc., 14—*s*.
STOVES AND PIPES—
Care of, 5—*o*.
SUBPŒNAES—
to be served and entered in Blotter, 5—*j*.
issue of, 28—*a*.
SUPPLIES—
for Harbor Police, 15—*f*.
rules as to, 20.
requisitions to be made for, 20.
SURGEONS—
election of President and Secretary, 10—*b*.
may adopt by-laws, 10—*b*.
to make annual and other reports, 10—*d*.
to make special examinations when required, 10—*d*.
President to detail committees of, 10—*f*.
substitutes on committees, 10—*f*.
to take charge of pensioners, etc., 10—*g*.
to perform duty in other districts in emergencies, 10—*h*.
to examine candidates for appointment, 10—*i*.
only certain persons to be admitted to examinations, 10—*k*.
to answer calls from Station-houses, 10—*l*.

SURGEONS (*Continued*)—
to report deaths of members of force, 10—*n*.
not to accept fees for medicine or attendance, 10—*o*.
private practice not to interfere, 10—*o*.
duties as to sick members of the force, 10—*p*.
to visit sick members of the force, 10—*p*.
to keep record of sick time and report, 10—*q*.
to make charges, 10—*r*.
probationary patrolmen to be examined, 10—*t*.
not to examine applicants for appointment in certain cases, 10—*s*.
to report certain diseases to Health Department, 10—*u*.
to report contagious diseases in families of force, 10—*v*.
duties in case of feigned sickness, 10—*y*.
absence of, 10—*z*.

SUSPENSIONS OF FORCE, 3—*a*.—

TAILORS—
violations of rules by, 30—*a*.
sales of cloth to, 30—*e*.
employed to make uniforms, 31—*b*.

TELEGRAPH AND TELEPHONE SERVICE, 36. (SEE ALSO SIGNAL SYSTEM)—
to be used for police purposes only, 36—*a*.
Blotter to be kept, 36—*b*, *i*.
general alarms, 36—*c*.
confidential messages, 36—*c*.
fire-alarms, 36—*d*.
alarms as to persons or property, 36—*e*.
duties of operators, 36—*f*. *g*.
force consists of, 36—*h*.
force, tours of duty, 36—*j*.
sickness or absence of force, 36—*k*.

TESTIMONIALS, RULES AS TO, 22—
permission to receive, 22.
force not to give to or accept from each other, 22.
not to accept from prisoners, 22.

THEATRES—
duties of force, 44.

TOBACCO—
use of by force, 48—*e*.

TRANSFERS OF MEMBERS OF FORCE—
rules of procedure, 26.
applications for, 26.

TRANSPORTATION CERTIFICATES—
property of Department, 30—*g*.
charges for loss of, 31—*f*.
TREASURER—
to issue shields to Special Patrolmen, 17—*b*.
fees for masked balls, 41.
TRIALS—
time and place of, 28—*l*.
testimony taken on oath, 28—*m*.
UMBRELLAS—
not to be carried by force, 48—*a*.
UNIFORMS—
to be stamped, 30—*d*.
rules as to, 31.
devices, buttons, chevrons, service stripes, etc, 31.
Special Patrolmen, 31—*d*.
shields, how to be worn, 31—*e*.
shields, Surgeons', 31—*e*.
coat to be buttoned when on duty, 31—*f*.
summer, worn while on desk duty, 31—*h*.
when officers shall wear, 31—*i*, *j*.
Captains may order civilian dress, 31—*k*.
all parts to be kept clean, 31—*m*.
force not to wear second-hand, 31—*o*.
force relieved from wearing, 31—*p*.
boots and shoes, 31—*n*.
telegraph operators', 31—*c*.
VIGILANCE OF POLICE FORCE, 47.
directions as to duty, 47.
dangers in streets, 47—*i*.
dangerous diseases, 47—*i*.
accidents, as to, 47—*j*, *k*.
lamps, street, 47—*l*, *m*.
water-pipes, 47—*n*.
VIOLENCE—
not to be used by force, 48—*a*.
WARRANTS—
service of by Court Squads, 12.
WHISTLES—
to be used by force, 30—*b*.

THE UNIVERSITY
OF ILLNIOIS
LIBRARY

3 0112 062197295